1200/1400/1800 SYSTEMS
BASIC TEXT EDITING
REFERENCE MANUAL

VYDEC®

EXXON INFORMATION SYSTEMS

1200/1400/1800 SYSTEMS
BASIC TEXT EDITING
REFERENCE MANUAL

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(8/80)

PREFACE

This Reference Manual for the 1200, 1400, and 1800 Text Editors covers the basic text editing functions common to all three systems. The manual will help you operate your Editor accurately and efficiently. It will also help you take full advantage of all the features available to you in your system.

The Manual is designed to be used with the TEXT EDITING INSTRUCTOR by new operators of the 1200 and 1400 systems. The TEXT EDITING INSTRUCTOR will also be used by new operators of the 1800 system, who will then be asked to continue their training with the 1800 INFORMATION MANAGEMENT INSTRUCTOR. All new operators will be asked to read sections of the Reference Manual as part of their lessons. For example, Unit One of the TEXT EDITING INSTRUCTOR refers to the System Components descriptions in Section 1 of the Reference Manual.

Experienced operators will use the Reference Manual to check specific features and functions of the Text Editor. These operators may also want to check specific applications for possible suggestions on new methods.

Section 1, INTRODUCTION, provides an overview of the Text Editors and gives detailed information on the system components. This chapter also includes information about turning on the system, and about the preset conditions built into the system. This information is vital to people using the TEXT EDITING INSTRUCTOR.

Section 2, TEXT PROCESSING/EDITING, lists information on functions and applications. This section is organized in alphabetical order, much like an encyclopedia. When using this section, it is important to remember that all similar things are listed together. For example, all information about Block Indenting will be listed under BLOCK INDENTING. References are also included to direct you to related functions. If you are not sure where a piece of information is listed, check the INDEX at the back of the manual for a specific page reference.

Section 3, PRINTING, gives step-by-step instructions on printing and replacing the ribbon and print wheel, as well as detailed information about printer components.

Section 4, FORMS, provides basic instructions on using the Forms and Forms Composite modes of the Text Editor for applications such as mailings, repetitive documents, and boilerplate documents. Information covered includes creating forms and variable text, storing forms and variable text, merging variable text with forms, and printing variable text on both pre-printed and author-created forms.

Section 5, DUPLICATING/ERASING DISCS, gives complete instructions for copying text from one disc to another disc, both manually (one page at a time) and automatically (a full disc or a partial disc all at once). This section also explains how to erase all text so that a disc may be reused.

Section 6, PROGRAMMING, gives general instructions on how to create a program on the Text Editor so that it will automatically perform operator-designed editing functions. Specific instructions for standard, frequently used programs (e.g., moving a column to the left, moving a column to the right, setting tabs automatically) are also listed.

Section 7, FILE MANAGEMENT, discusses methods for maintaining records, identifying discs, organizing the keyboarding, and storing and retrieving text.

Section 8, REFERENCE DATA, includes Print Wheel Charts, which indicate characters available on particular print wheels; Margin Charts, which list margin settings for different formats; Troubleshooting procedures, which explain how to handle situations which seem unusual or problematic; and Preventive Care instructions for maintaining the system at standard operating efficiency.

The INDEX is a complete cross reference to the manual. It lists the locations of information on all aspects of the system, including functions, components, and applications. When searching for any entry, consult the INDEX.

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SECTION 1
INTRODUCTION

The Vydec Models 1200, 1400, and 1800 Text Editors (see Figure 1) are word processing systems which use magnetic discs to store text. A full-page CRT screen displays all text while it is being typed, revised, or retrieved from storage. Final copy can be printed on the high-speed printer, stored on a reusable disc for later use, or both printed and stored.

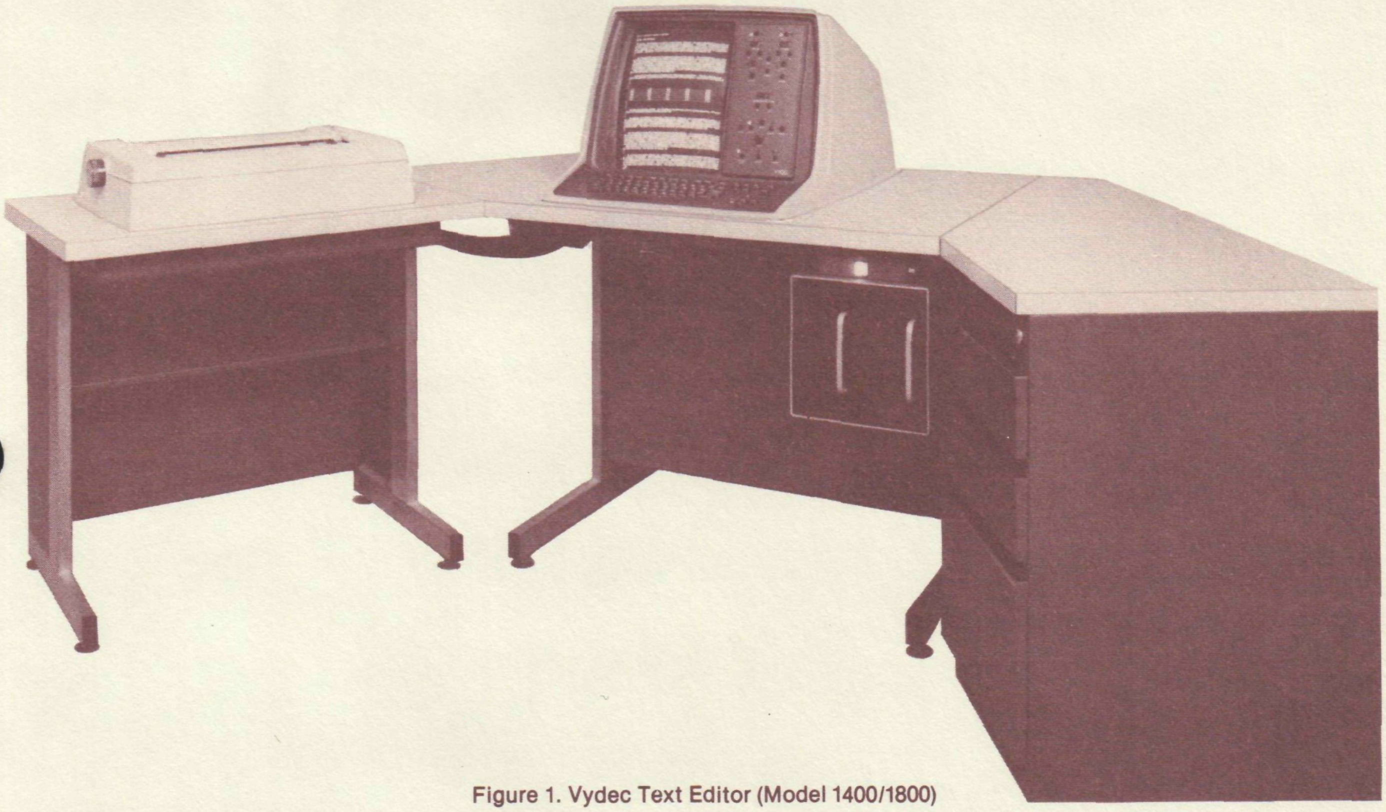


Figure 1. Vydec Text Editor (Model 1400/1800)

OVERVIEW AND GENERAL DESCRIPTION

The 1200 Text Editor

The Vydec 1200 allows operators to draft, edit, revise, and format text at high speed. The 1200 features automatic Superscript and Subscript, Forms mode, Forms Composite mode, and optional Wide Document Display. These features simplify applications such as scientific typing, statistical typing, preparation of forms, and preparation of repetitive documents. The 1200 uses a single magnetic disc which can store up to 60 full-sized pages of text.

The 1400 Text Editor

In addition to the standard editing features of the 1200, the 1400 provides a Dual Disc Drive. This allows use of two discs at one time, for storage of up to 120 full-sized pages of text. The Dual Disc Drive allows automatic duplication of full or partial discs. These features simplify applications such as document assembly and creation of boiler-plate text for legal and other document applications.

The 1800 Text Editor

The Vydec 1800 has all the features and allows all the applications of the 1400 Text Editor. The 1800 also uses software packages that provide even greater flexibility. The instructions for using the 1800 software packages are contained in the 1800 INFORMATION MANAGEMENT SYSTEM REFERENCE MANUAL.

SYSTEM COMPONENTS

The Text Editor systems are divided into five major components: Display Screen; Disc Drive; Control Panel; Keyboard; and Printer (see Figure 2). The following descriptions explain how each of these components is used.

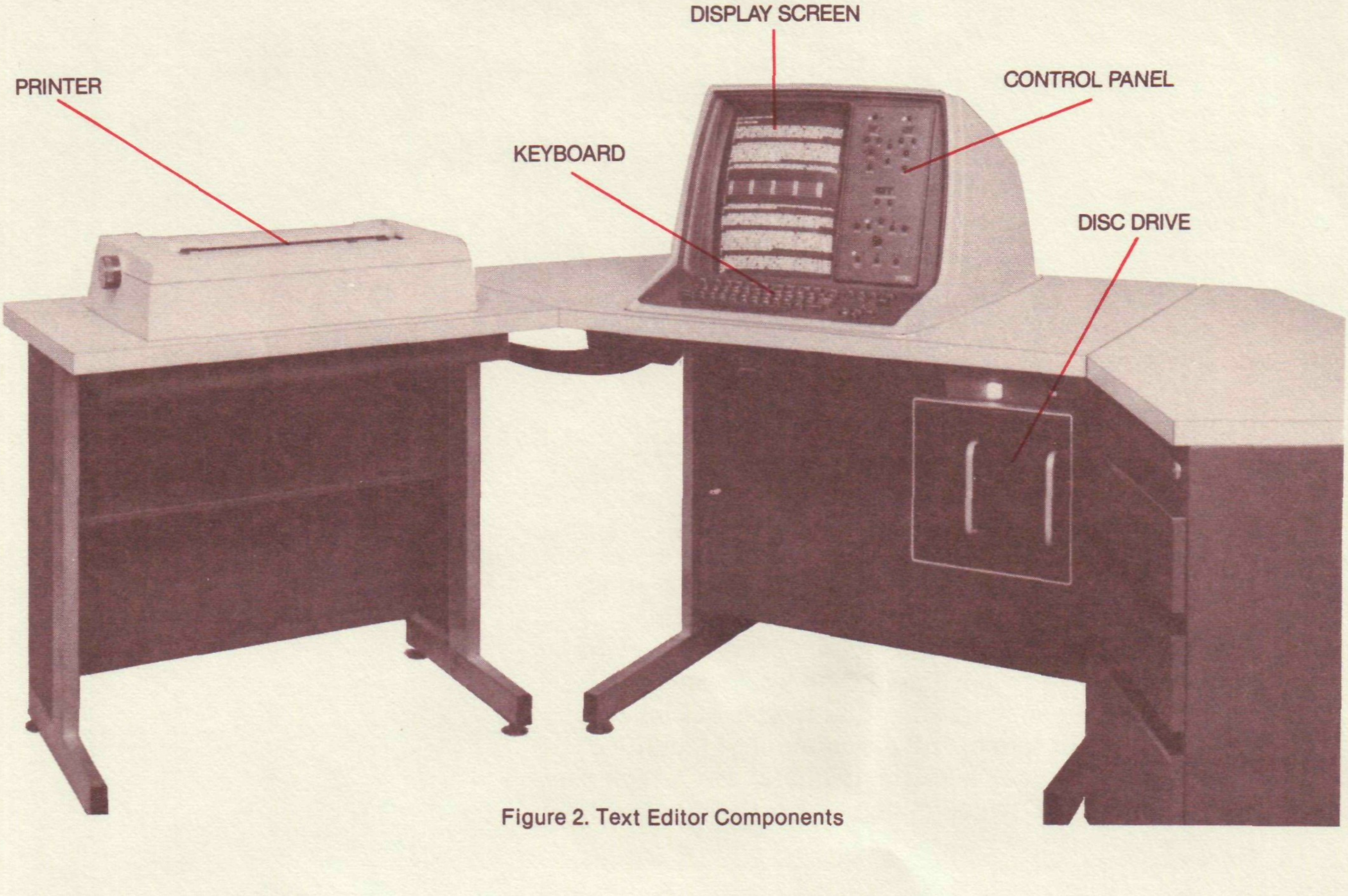


Figure 2. Text Editor Components

Display Screen

The Display Screen (see Figure 3) is the size of a standard page. It has room for 64 lines of print, with up to 96 characters in each line. This allows a maximum of 4,094 characters (including spaces and printing symbols, such as Return symbols) on a full screen. When the screen is full, you must either print the text you have or store it on a disc. Once the text is printed and/or stored, you may clear the screen and start keyboarding again.

The cursor on the screen acts like a "pointer" when you keyboard. Each character you type will appear on the screen exactly where the cursor is pointing. Each time a character appears on the screen, the cursor moves to the right one space, to show where your next character will be located.

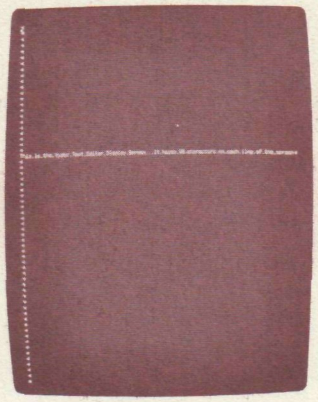


Figure 3. Text Editor Display Screen

When you start the Text Editor, the cursor appears in the Home position. All activities of the Text Editor (printing, storing, editing) take place from the position of the cursor. For example, when storing text that is on the screen, all text to the right of the cursor and below will store.

Disc Drives

The Disc Drive (see Figure 4) is the mechanism which holds the disc. Reading and storing occur in the Disc Drive. Discs should be inserted into the Disc Drive after power is on and the cursor has appeared on the screen.

With the Dual Disc Drive (1400 and 1800 Text Editors) you will be able to work with twice as much stored text. You will also be able to duplicate text from one disc to another.

1. DISCS

   The disc is a magnetic storage device, much like recording tape, that can hold up to 60 full pages of typed text.

   Every disc is divided into two sections, called File A and File B. Each of these files is divided into 30 tracks, each of which can hold a full page of text.

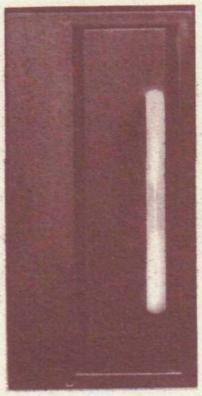
   File A contains Tracks 1-30.

   File B contains Tracks 1-30.

   Once text is stored on a track, it can be read, or brought back to the screen, in less than one second.

   Each disc also contains a special 61st track which is used only for temporary storage; this track is controlled by the SAVE and RCALL keys on the keyboard.

MODEL 1200



MODEL 1400/1800

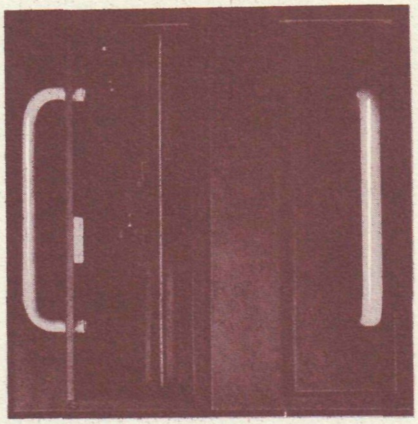


Figure 4. The Disc Drives

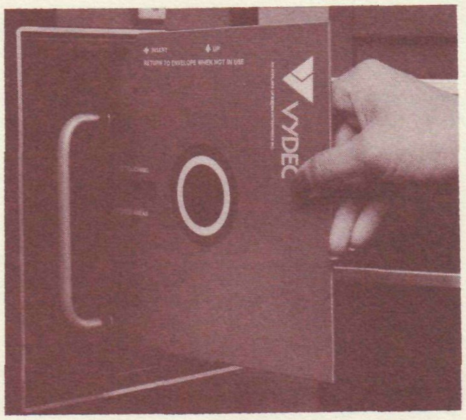


Figure 5. Inserting a Disc

2. INSERTING A DISC (see Figure 5)

To insert a disc into the Disc Drive:

a. Gently open the Disc Drive door.

b. Slide the disc slowly into the drive.

c. When disc is fully inserted, close the door gently and completely. Do not allow the door to slam.

3. SPECIAL HANDLING INSTRUCTIONS

Because discs are a magnetic storage medium, they should be handled with the same type of care you would use for records or cassettes.

Control Panel

On the Control Panel, to the right of the screen, are buttons and indicators that control disc storing and reading operations, certain screen functions, and printing operations. The Disc Control section (upper portion) of the Control Panel is different for the 1200 Text Editor than for the 1400/1800 Text Editors because the latter have dual disc drives. The Screen and Printer Control section (lower portion) of the Control Panel is the same for all models.

1. 1200: DISC CONTROLS

The Disc Control section of the 1200 Text Editor contains all the controls for storing and reading text on a disc (see Figure 6). These controls are explained below:

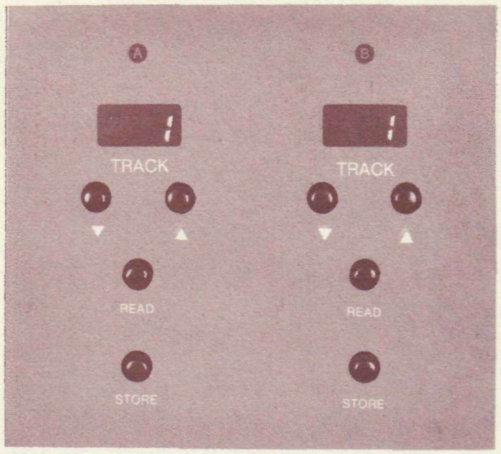


Figure 6. 1200 Text Editor Disc Controls

- File A TRACK window and buttons are used to select the 30 tracks on File A of the disc.
- File B TRACK window and buttons are used to select the 30 tracks on File B of the disc.
- TRACK windows display the number of the track you are working on; you may store text from the screen onto this track, or you may read text from the track to the screen.
- Increment buttons (●△) are used to select the proper track; pressing the increment button causes the number in the window to increase (Example: from 8 to 9).
- Decrement buttons (●▽) are also used to select the proper track; pressing the decrement button causes the number in the window to decrease (Example: from 15 to 14).
- READ buttons cause text on the track in the TRACK window to appear on the screen; first put the track number you want in the TRACK window, then press the READ button below the window.

- STORE buttons cause text on the screen to store on the track in the TRACK window; first put the track number you want in the TRACK window, then press the STORE button below the window.

2. 1400/1800: DISC CONTROLS

The Disc Control section of the 1400/1800 Text Editors contains all the controls for storing and reading text on discs in either Disc Drive (see Figure 7). These controls are explained below.

- Disc Drive 1 TRACK window and buttons operate the left-hand Disc Drive.
- Disc Drive 2 TRACK window and buttons operate the right-hand Disc Drive.
- File buttons allow you to switch from File A to File B by the push of the button.
- File lights indicate which file you are working on, A or B.
- TRACK windows display the number of the track you are working on; you may store text from the screen onto this track, or you may read text from this track to the screen.
- Increment buttons ($\overset{\bullet}{\triangle}$) are used to select the proper track; pressing an increment button causes the number in the window to increase (Example: from 8 to 9).
- Decrement buttons ($\overset{\bullet}{\triangledown}$) are also used to select the proper track; pressing a decrement button causes the number in the window to decrease (Example: from 15 to 14).
- READ buttons cause text on the track in the TRACK window to appear on the screen; first put the track number you want in the TRACK window, then press the READ button below the window.
- STORE buttons cause text on the screen to store on the track in the TRACK window; first put the track number you want in the TRACK window, then press the STORE button below the window.
- Indicator lights adjacent to the Drive 1 READ button and the Drive 2 STORE button are lit whenever reading or storing on the respective drives. They alternately flash on and off during duplication.
- DUPL button (duplicate) is used to copy text from the disc in Disc Drive 1 onto the disc in Disc Drive 2.
- SAVE-2 button is used with the keyboard SAVE and RCALL keys to save/recall text on the 61st track of the disc in Disc Drive 2.

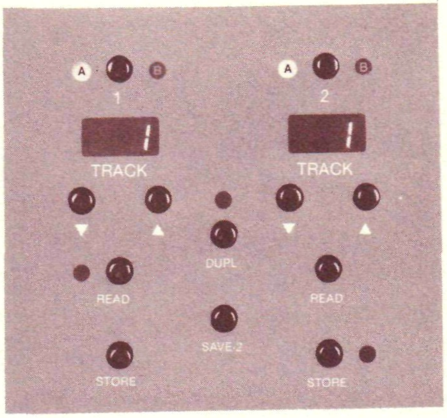


Figure 7. 1400/1800 Text Editor Disc Controls

3. 1200/1400/1800: SCREEN AND PRINTER CONTROLS

The Screen and Printer Control section of the 1200, 1400, and 1800 Text Editors are identical (see Figure 8). These controls are explained below.

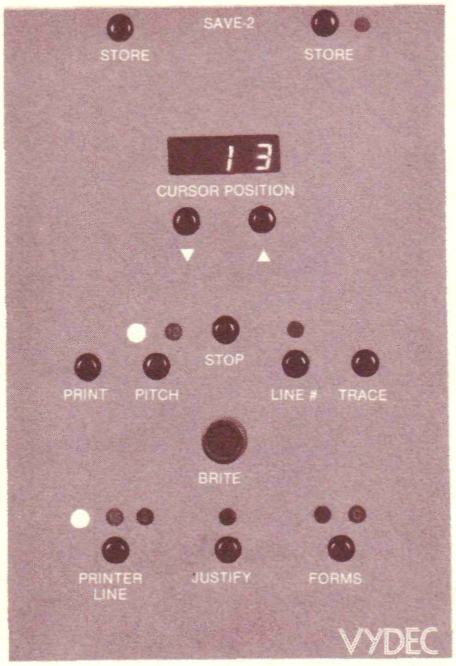


Figure 8. 1200/1400/1800 Text Editor Screen and Printer Controls

- CURSOR POSITION window shows which horizontal space the cursor is on; when the LINE # button is pressed, the window shows which vertical line the cursor is on.
- Cursor Position Decrement button (▽) and Increment button (△) decrease and increase the number in the CURSOR POSITION window. Using these buttons is the only way to change the left margin setting.
- PRINT button activates the printer. Holding the PRINT button down for more than 1/2 a second causes the printer to double strike each character.
- PITCH button allows you to choose 10-pitch printing (10 characters per inch) or 12-pitch printing (12 characters per inch).
- Pitch indicator lights (10,12) show the pitch setting that is in use. To change the pitch, press the PITCH button.
- STOP button causes all functions to stop immediately, including printing, reading, or storing.
- LINE # button allows you to change the display in the CURSOR POSITION window from measuring the cursor's horizontal or character location to measuring vertical or line location.
- LINE # indicator light, when on, signifies the CURSOR POSITION window is measuring the cursor's vertical position on the screen. When the light is off, the window is measuring horizontal space on the line.
- TRACE button allows you to see a screen character for all spaces and carriage Returns. This is helpful when proofreading from the screen and when positioning text.
- BRITE knob controls the brightness of screen illumination.
- PRINTER LINE button allows you to select among three line spacings (1, 1.5, and 2) for printing, relative to the text line spacing on the screen. For example, if displayed text is double spaced and you select a printer line spacing of 2, text will be printed quadruple spaced. Text on the screen is not affected.
- Printer line indicator lights (1, 1.5, 2) show the spacing that the printer will use. Pressing the PRINTER LINE button will change the spacing.
- JUSTIFY button allows you to turn the system's justification feature on and off. Justification aligns right margins automatically during printing. Text on the screen is not affected.

- Justify indicator light shows when the system will justify printed text.
- FORMS button puts the Text Editor into Forms mode for printing variable text onto pre-printed forms or Forms Composite mode for printing variable text onto forms created on the screen.
- Forms indicator lights show whether the Text Editor is in Forms (F) or Forms Composite (C) mode.

The Keyboard

The Keyboard (see Figure 9) is made up of four separate groups of keys: Special Function Keys; Editing Keys; Cursor Direction Keys; and the Modified Standard Keyboard.

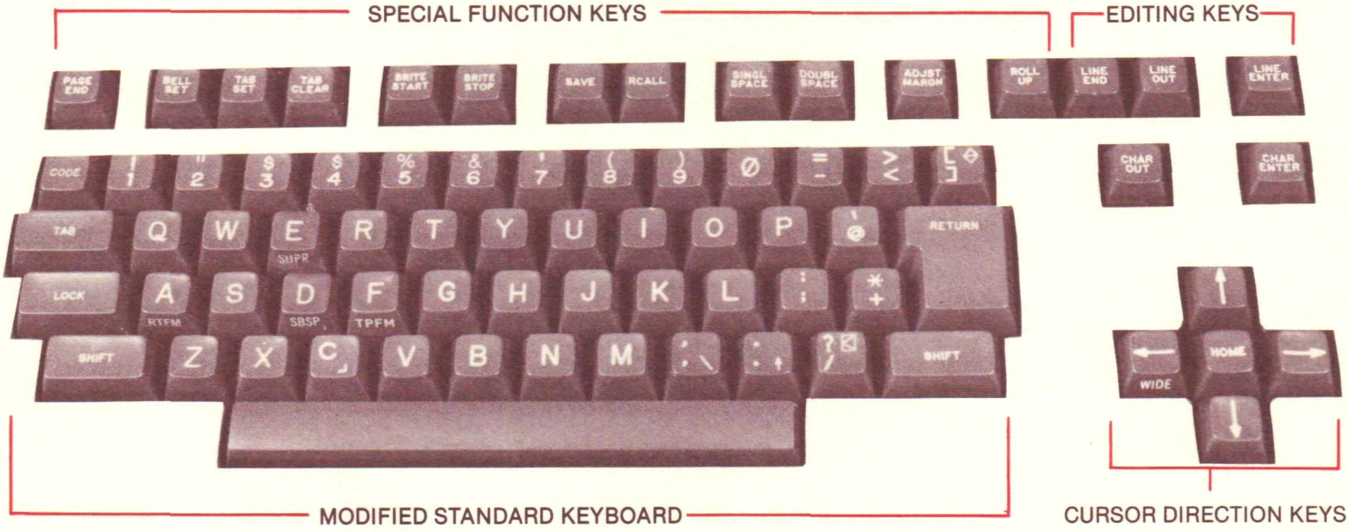
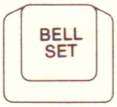


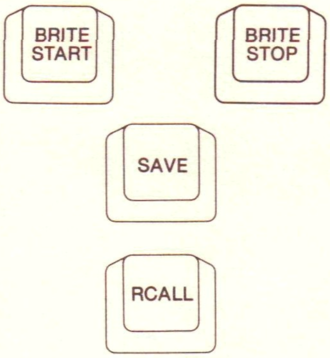
Figure 9. The Keyboard

1. SPECIAL FUNCTION KEYS

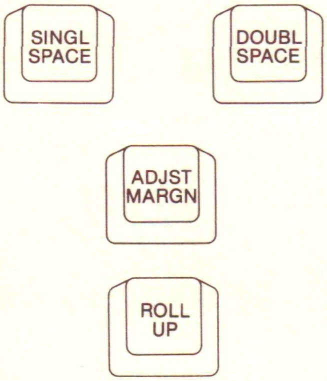
The Special Function Keys provide a variety of options for formatting text on the display screen. These keys are particularly useful when drafting or editing text.

- PAGE END clears the screen of all text to the right of the cursor and down.
- BELL SET sets the beginning of the 8-character Hot Zone. The last space in the Hot Zone is the right margin.
- TAB SET sets tabs at any position.
- TAB CLEAR clears individual tabs.





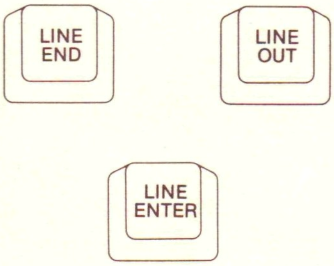
- BRITE START signals the beginning of underscoring.
- BRITE STOP signals the end of underscoring.
- SAVE temporarily stores text on a special 61st or Save track of the disc. For the 1400 and 1800, the SAVE key, used alone, will store text on the Save track of the disc in Disc Drive 1; used with the control panel SAVE-2 button, it will store text on the Save track of the disc in Disc Drive 2.
- RCALL (Recall) brings to the screen any saved text on the disc in Disc Drive 1. When used with the control panel SAVE-2 button, saved text on the disc in Disc Drive 2 will be displayed.



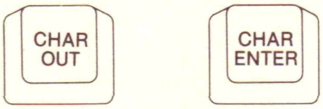
- SINGL SPACE turns double-spaced screen text into single-spaced text on the screen.
- DOUBL SPACE turns single-spaced screen text into double-spaced text on the screen.
- ADJST MARGN (Adjust Margin) automatically remarginates text on the screen to conform with new left and/or right margins.
- ROLL UP clears any text from the top to the bottom of the screen. ROLL UP will not clear the text beyond an End Code.

2. EDITING KEYS

The Editing Keys provide all the primary insertion and deletion functions useful in drafting or editing text.

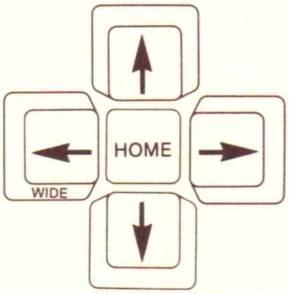


- LINE END deletes text from the cursor to the end of the line.
- LINE OUT deletes the full line of text and brings the next line up to fill the space.
- LINE ENTER inserts extra blank lines anywhere on the screen.



- CHAR OUT (Character Out) deletes one character at a time.
- CHAR ENTER (Character Enter) allows insertion of any number of extra characters anywhere on the screen.

3. CURSOR DIRECTION KEYS



The Cursor Direction keys allow you to move the cursor up, down, left, right, and to the Home position without altering text on the screen. Because typing, reading, and storing all take place from the position of the cursor to the *right* and *down* the screen, it is important to know where the cursor is when you are performing any operation.

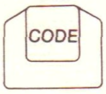
The Cursor Left key (with the word WIDE printed on the front face of the key) is also used to access the optional Wide Document Display mode.

4. THE MODIFIED STANDARD KEYBOARD

The Modified Standard Keyboard looks and is used like any standard typewriter, with only a few minor exceptions. The apostrophe key has been moved to the shifted position of the numeral 7 key; the quotation mark is in the shifted position of the numeral 2 key; and a CODE key is added above the TAB key.

a. THE CODE KEY

The CODE key is used with other keys that have green, color-coded abbreviations or symbols on the tops or front faces of the keys. The combinations of CODE + color-coded keys are used to access special display or printer functions.

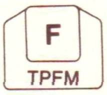


- CODE + SUPR (Superscript) permits printing of superscript characters.

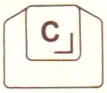
- CODE + SBSP (Subscript) permits the printing of subscript characters.

- CODE + RTFM (Reverse Top of Form) causes the printer to reposition paper for additional printing on the same page.

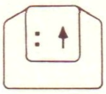
- CODE + TPFM (Top of Form) causes the printer to move continuous form papers to the top of the next page.



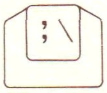
- CODE + ⌋ (End Code) indicates the end of text to be stored or saved.



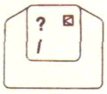
- CODE + ↑ (Skip Code) indicates the point where the system should stop adjusting margins. During printing, any text on the line to the right of a Skip Code will not be printed.



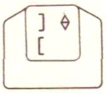
- CODE + \ (Stop Code) stops the printer to permit print wheel or other changes.



- CODE + SHIFT + / (Back Space) causes the printer to back up one space to permit overtyping of two characters at the same location.



- CODE + SHIFT + ◊ (Escape) is used on the 1800 Text Editor to access special software programs that you have loaded (read and stored) into a temporary storage area of the Editor's memory.



These "coded" functions are fully described in later sections of this manual.

The CODE key is also used in conjunction with the Special Function keys to set up automatic editing programs. Refer to Section 6, PROGRAMMING.

b. NON-LEGAL AND LEGAL KEYBOARDS

Your Editor may have either a standard (non-legal) or a "legal" keyboard. The differences between these two keyboards are the special symbols that appear for the shifted or Coded/shifted position of five keys. The chart below shows the different symbols.

DEPRESS	STANDARD (NON-LEGAL) KEYBOARD/DISPLAY	LEGAL KEYBOARD/DISPLAY
SHIFT + @	\` accent grave	° degree sign
CODE + ;	{ left brace	§ section mark
CODE + <	| vertical bar	¶ paragraph symbol
CODE + SHIFT + <	~ tilde	™ trademark symbol
CODE + SHIFT + –	} right brace	† dagger symbol

The accent grave and degree sign are shown in the shifted position on the "at" (@) key of the respective keyboards. On non-legal keyboards, the other symbols do not appear on the keycap. However, on legal keyboards, the special symbols do appear on the keycaps and are color-coded green to indicate their relationship to the CODE key. In both cases, the appropriate symbols appear on the display screen.

The Printer

The high-speed Printer (see Figure 10) uses a print wheel and a cartridge ribbon. Paper is inserted in the Printer much the same way it is inserted in a standard electric typewriter.

- PRINTER COVER snaps on and off. It must be removed in order to replace print wheels or ribbons.
- LEFT and RIGHT PLATEN KNOBS are used to manually position paper in the printer.
- PAPER EDGE GUIDE is used to align the left edge of paper with the appropriate left margin. The left end of the paper edge guide is usually placed at the heavy mark on the left side of the paper centering scale.
- PAPER CENTERING SCALE is used as a guide when you want to center the paper on the platen.
- MULTIPLE COPY SELECTOR LEVER is used to control the pressure on the paper when more than one sheet is inserted at a time.
- PAPER RELEASE LEVER releases all pressure from the paper in the printer.

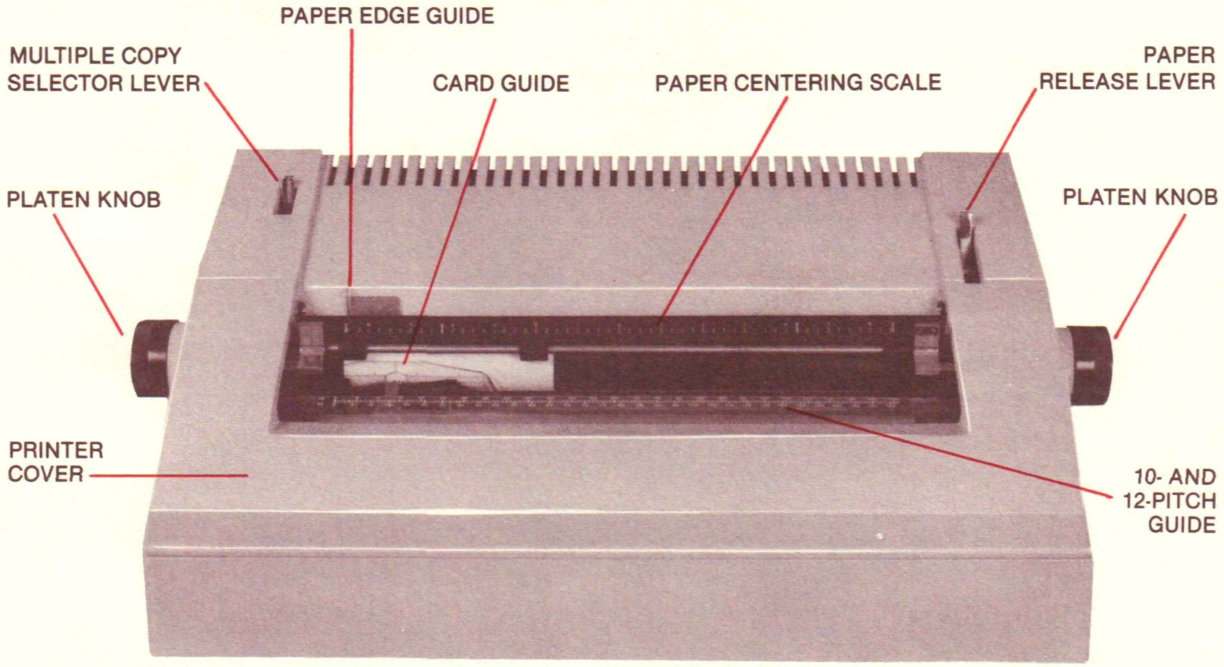


Figure 10. The Printer

- 10 and 12 PITCH GUIDE shows the number of characters on a line in either 10 or 12 pitch. It is used in determining the left margin setting when printing your document.
- CARD GUIDE is used when inserting paper. Line up the top edge of the paper with the top red line on the plastic card guide. This will permit printing on the very first line of the paper. If you want the text to print farther down the page, enter Returns to the screen above your text or roll the paper up to the correct position.
- PRINT WHEELS can be changed for style considerations or when special characters are needed. See Section 3, PRINTING, of this manual for instructions on changing a print wheel.
- RIBBONS are packaged in cartridges for easy changing. See Section 3, PRINTING, of this manual for instructions on changing a ribbon.

SYSTEM POWER-ON AND PRESET CONDITIONS

The POWER ON button, located just above the Disc Drive, is used to turn the Text Editor on and off. When the Power button is pushed, the following preset conditions of the system are in effect:

- Printer is automatically powered on.
- Disc drive(s) activate.
- Keyboard activates.
- Cursor is Home.
- CURSOR POSITION window shows 13.
- Margin settings are left-13, bell set-65.
- No tabs are set.
- TRACK windows both show number 1.
- File A indicator light is on (for both Disc Drives 1 and 2 on the 1400/1800).
- Pitch is set at 10.
- LINE # indicator light is off.
- Trace is on. (Trace shows screen characters for all blank spaces and carriage returns.)
- Printer line is set for single spacing (1).
- Justify is off.
- Forms mode is off.

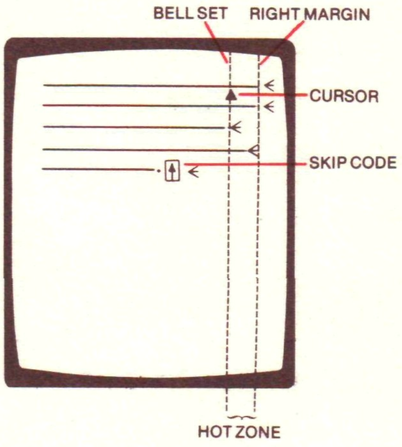
Discs should not be inserted before Power is on.

SECTION 2
TEXT PROCESSING/EDITING

This Section, which is organized in alphabetical order, lists information on functions available on the Text Editor. The Section also gives instructions on specific applications. Remember that all similar things are listed together. For example, the entry DELETING TEXT will have information on several different ways to delete: the Line End key, the Line Out key, and the Character Out key. References are also included to direct you to related functions. Please use the INDEX at the back of the manual if you are not sure where the information you need is listed.

ADJUSTING MARGINS

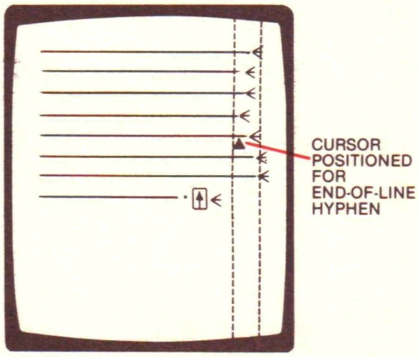
The ADJST MARGN (Adjust Margin) key is used after typing or editing to correct uneven line-lengths on an entire page of text or in any individual paragraphs. The Adjust Margin feature is used to format text entered in wraparound or to lengthen or shorten line-lengths of previously typed text after right margin settings have been changed. Adjust Margin is also used when block indenting paragraphs.

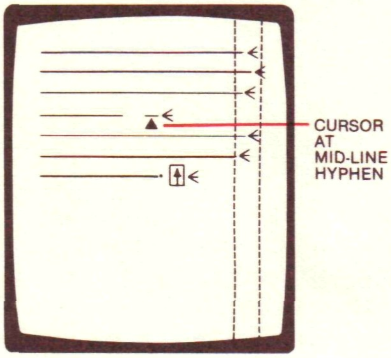


Adjust Margin operates automatically, and stops only for hyphenation decisions or at Skip Codes.

After adjusting margins, each line of your text will end within the 8-character Hot Zone.

1. Make sure there is a Skip Code at the end of each paragraph in the text.
2. Check that the left margin of text is flush with edge of screen or with desired indent position; correct if necessary.
3. Reset right margin, if necessary.
    a. Move the cursor to desired bell set position.
    b. Press BELL SET.
4. Position cursor at first line to be adjusted (use the Cursor Direction keys to move the cursor during Adjust Margin operations).
5. Press ADJST MARGN.
6. If Text Editor stops for end-of-line hyphenation:
    a. Move cursor to position where hyphen is to be inserted.
    b. Press CHAR ENTER.
    c. Type the hyphen and a space.
    d. Press ADJST MARGN.





7. If Text Editor stops for mid-line hyphen:
   a. Use CHAR OUT to delete the hyphen, any space, and the Return which follow.
   b. Press ADJST MARGN.
8. If you do not want to hyphenate a word at the end of a line, bring the entire word down to the next line. (In this case, the line will not end in the Hot Zone.)
   a. Position cursor at first letter of word to be moved.
   b. Press CHAR ENTER.
   c. Press RETURN. (Use Space Bar to indent line, if necessary.)
   d. Press ADJST MARGN.
9. The Adjust Margin operation will stop when it reaches the Skip Code at the end of the paragraph; move the cursor to the next paragaph to continue adjusting margins.

(see Block Indenting, Setting Margins)

BACKSPACE [◁]

CODE + SHIFT + / =◁

Backspace is a coded printer function; it does not move the cursor backward on the screen. The backspace symbol (◁), produced by typing CODE + SHIFT + /, permits two characters to be printed at the same location. This is used for construction of special characters such as cent sign (¢), division sign (÷), etc.

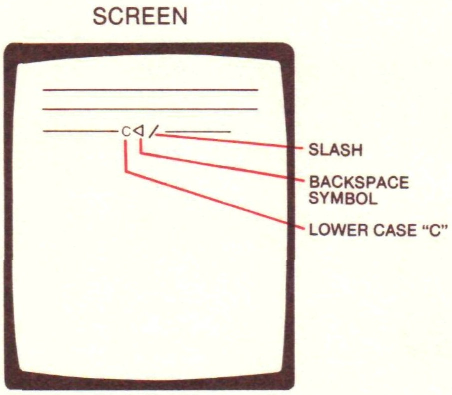
Example:

1. Type the first character: c
2. Press CODE + SHIFT + / : (◁) appears at cursor location
3. Type the second character: /

When the text is printed, the second character overtypes the first producing the cent sign (¢).

The Editors are factory set for full backspace. Half backspace is an available option.

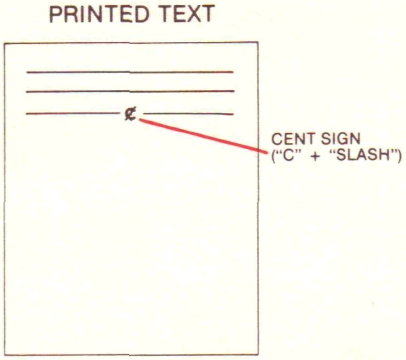
Backspace symbols are treated as characters during the Adjust Margin operation, but they are automatically removed from the text during printing. This can cause lines with backspace symbols to end before the Hot Zone. With unjustified (ragged right) printing, this does not create a problem. However, when printing justified (flush right) text, lines that end before the Hot Zone will not be justified. To avoid this condition:

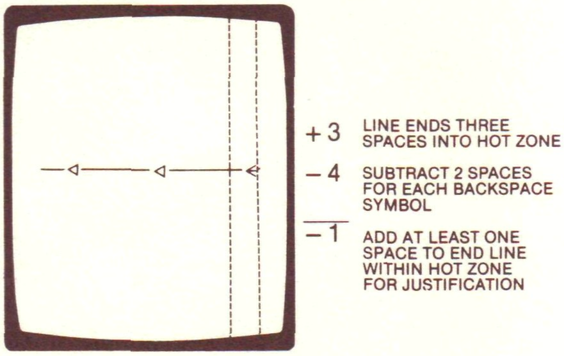


1. After adjusting margins, scan each line that contains Backspace symbols.
2. Make sure the line will reach into the Hot Zone even after the Backspace symbols have been removed.
3. If the line will not reach into the Hot Zone after removal of Backspace symbols, add two spaces to the end of the line for each Backspace symbol in the line (one for the Backspace symbol; one for the character which is overtyped).

With the Half-Backspace option, Justify will not function on any line of text that contains a Half-Backspace symbol.

(see Justify)



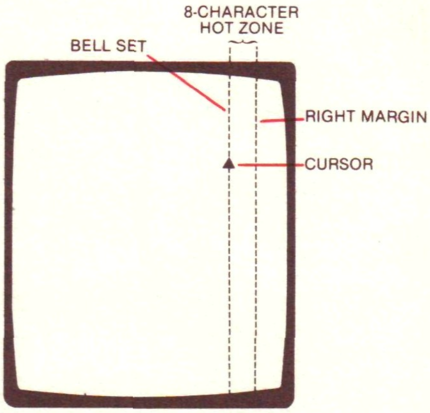

+3 LINE ENDS THREE SPACES INTO HOT ZONE
−4 SUBTRACT 2 SPACES FOR EACH BACKSPACE SYMBOL
−1 ADD AT LEAST ONE SPACE TO END LINE WITHIN HOT ZONE FOR JUSTIFICATION

BELL SET

The BELL SET key is used to establish the beginning of the 8-character Hot Zone preceding the right margin. The actual right margin is 7 spaces to the right of Bell Set. (Bell Set + 7 = 8-character Hot Zone.)

- During keyboarding, the system "beeps" whenever the cursor reaches the Bell Set location. This beep signals the beginning of the Hot Zone.
- The Bell Set location is preset to position 65 at Power On.

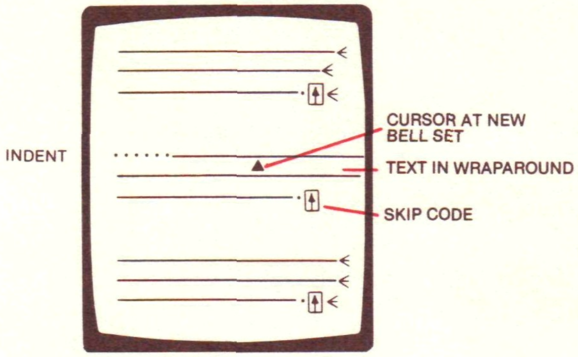
(see Adjusting Margins, Block Indenting, Setting Margins)



BLOCK INDENTING

Block Indenting may be used to indent the left margin, the right margin, or both margins at once. The Block Indenting operation can be used when keyboarding new text, or when remarginating text that is already typed and/or stored.

1. Keyboarding new Block Indented text
    a. Move the cursor to the indent position desired for the left margin.



b. Type the paragraph(s) in wraparound. End each paragraph with a Skip Code.

c. If the right margin for Block Indented text is different from standard right margin, reset the right margin using BELL SET.

d. Move the cursor to the first line of the new text.

e. Press ADJST MARGN. If end-of-line or hyphenation decisions are needed, indent the next line of text before continuing to Adjust Margins.

f. Text will adjust to the new margin(s) until a Skip Code is reached.

2. Block Indenting previously typed text

   a. Put the text into wraparound.

      1) Move the cursor to the first line of text.

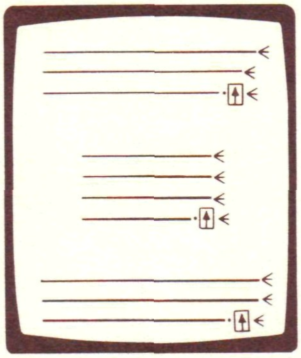
      2) Move the cursor to the right edge of the screen.

      3) Press BELL SET.

      4) Press ADJST MARGN. If the system stops for mid-line hyphens, delete the hyphens, any spaces, and the Returns which follow until the two parts of the word are joined together; continue the Adjust Margin procedure.

      5) All text up to the first Skip Code will move into wraparound.

AFTER ADJUSTING



   b. Move the cursor to the beginning of the first line of text.

   c. Insert spaces at the left margin to the indent position desired.

   d. Reset the right margin using BELL SET.

   e. Press ADJST MARGN. If end-of-line or hyphenation decisions are needed, indent the next line of text before continuing to Adjust Margins.

   f. Text will adjust to the new margin(s) until a Skip Code is reached.

(see Adjusting Margins, Reformatting, Setting Margins)

BUFFER AREA

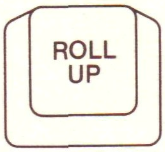
The Buffer Area is a temporary storage area for text that is "pushed" below the bottom of the screen. Text may go into the Buffer Area during double spacing or when inserting blank lines above text that is already on the screen. Once text on the screen is stored or printed, pressing the ROLL UP key *once* will bring text from the Buffer Area to the top of the screen.

- No editing can be done on text stored in the Buffer Area.
- Pressing STORE or SAVE affects text on the screen, but does not store, save, or in any way affect text in the Buffer Area.
- Pressing ROLL UP clears text on the screen and brings text from the Buffer Area to the top of the screen.
- Pressing PAGE END clears all text, both from the screen *and* from the Buffer Area.

CLEARING THE SCREEN

Text on the screen may be cleared, either partially or completely, by using the ROLL UP and/or PAGE END keys. If you have already stored the text on the screen, clearing will not affect text on the disc.

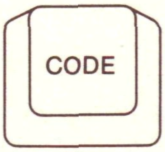
1. The PAGE END key clears text from the position of the cursor and down the screen.
   a. Text in the Buffer Area will also clear.
   b. Text above the cursor will *not* clear.
   c. With the cursor in the Home position, Page End will clear the entire screen.



2. The ROLL UP key will clear text from the top of the screen and down no matter where the cursor is positioned.
   a. Roll Up will stop clearing at the first End Code in the text.
   b. If there are no End Codes in the text, Roll Up will clear the entire screen.
   c. Text in the Buffer Area will move to the top of the screen after ROLL UP has been used to clear the screen.
   d. If there are more than 64 lines of text in the Buffer Area, pressing ROLL UP again will clear the screen and bring the rest of the text out of the Buffer Area.

(see End Code)

CODE KEY



The CODE key is used in combination with other green-coded keys to:

- print special characters on individual print wheels. (Refer to Special Printable Characters in this Section and to the Print Wheel Charts in Section 8 for a complete list of special characters and their screen symbols.)

- access special printer functions. (See Backspace, Reverse Top of Form, Subscript, Superscript, Top of Form in this Section.)
- program the system. (See Section 6 for complete instructions on Programming and several sample programs.)
- bring software menus to the screen on the 1800 Text Editor. (See Escape in this Section and Code Key in Section 1, SYSTEM COMPONENTS; see also the 1800 INFORMATION MANAGEMENT SYSTEM REFERENCE MANUAL.)

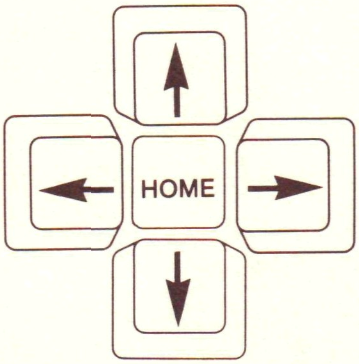
CURSOR

The cursor is the small triangle on the screen which moves from left to right as you keyboard text. It is used as a pointer to show exactly where typed text will appear, and to show where operations on the screen (such as editing, reformatting, saving, storing, etc.) will begin. The cursor can be moved anywhere on the screen, without affecting text, by using the Cursor Direction keys.

1. All text editing functions (except Roll Up) occur from the position of the cursor to the right and down the screen. Except for Roll Up, nothing will affect text to the left and above the cursor.
2. To read, save, store, or print the entire screen, the cursor must be in the Home position.
3. The cursor's position on a line can be seen in the CURSOR POSITION window. After power is turned on, when the cursor is at the left edge of the screen, the number in the CURSOR POSITION window is 13. This means that printing will begin 13 characters from the left edge of paper in the printer.

(see Drafting Text and Section 3, PRINTING)

CURSOR DIRECTION KEYS



The Cursor Direction keys, located in the bottom right-hand corner of the keyboard, are used to move the cursor up, down, left, right, and Home without changing text that is already on the screen. These keys are most useful when editing or reformatting text.

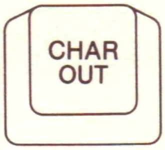
The Direction keys are also used with the CODE key to create special Programming instructions.

(see Drafting Text and Section 6, PROGRAMMING)

Vydec Text Editors allow a full range of deletions for text editing and reformatting. Single-character, multiple-character, partial-line, full-line, partial-screen, or full-screen deletions are all simply a matter of moving the cursor and depressing a key.

Character Out

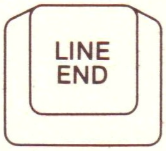
The CHAR OUT key allows you to delete one or more characters at any point on the screen. CHAR OUT is a repetitive key; if held down it will continue to delete characters until the key is released. To delete characters:



1. Move the cursor, using the Direction keys, to the exact character or space you want to delete.
2. Depress CHAR OUT once.
3. The character or space will be deleted.
4. Following text on the line will automatically move to the left to close up space for the deleted character.
5. If you delete a Return at the end of a line, the next text line or Return (if the next line is blank) will move up to the end of the line the cursor is on.

Line End

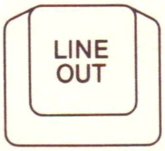
The LINE END key is used to delete text from the point of the cursor to the end of the line the cursor is on. To delete the end of a line:



1. Move the cursor to the position where you now want the line to end.
2. Depress the LINE END key.
3. All characters and spaces from the one the cursor is pointing at up to the Return at the end of the line will be deleted.
4. If the cursor is at the left edge of the screen, the entire line of text up to the Return will be deleted. Text below the deleted line will not close up.
5. The cursor itself will not move. Any blank space left by the deletion will remain blank.

Line Out

The LINE OUT key deletes full lines of text from the screen. LINE OUT is a repetitive key; if held down it will continue to delete lines until the key is released. To delete an entire line:



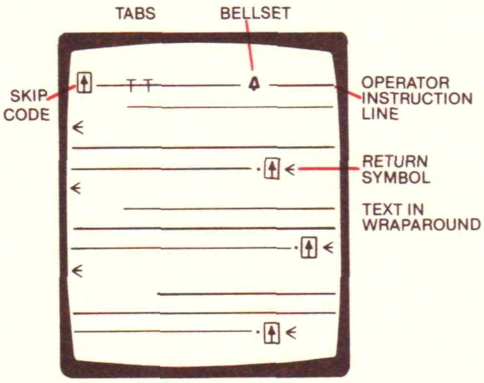
1. Move the cursor to any position on the line to be deleted.
2. Depress the LINE OUT key.
3. The cursor will move to the left margin of the screen.
4. All characters on the line, including the Return, will be deleted.
5. The next line of text below will move up automatically to fill the empty line.

(see Clearing the Screen)

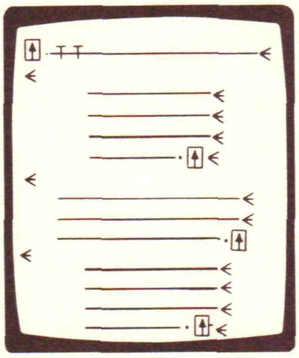
DRAFTING TEXT

The suggested steps for Drafting Text, listed below, are common to all text entry. By making a quick check of these steps before keyboarding a new job, you can prevent mistakes and avoid lengthy retyping and/or reformatting.

1. Clear the screen.
2. Type an Operator Instruction Line, starting at the Home position. Place a Skip Code at the beginning of each Operator Instruction Line and include all relevant information, such as the following: file and track numbers; title of document; a brief content summary; author; margin settings; tab settings; pitch; special print wheel(s) needed; special printing information; date; etc. You may use as many Operator Instruction Lines as are necessary, but each must begin with a Skip Code.
3. Set tabs.
4. Keyboard in wraparound.
    a. Type a period and two spaces at the end of each sentence.
    b. Type a Skip Code at the end of each paragraph. Return after the Skip Code.
    c. Return for blank lines.
    d. Use basic correction procedures (overtype, insert, delete) as needed. Move the cursor with the Cursor Direction keys for all corrections.
5. Change left margin and bell set if required.
6. Adjust margins for each paragraph.
7. Store and/or print.



AFTER ADJUSTING MARGINS

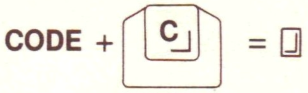


a. For Model 1200, store on File A. Use File B for editing, repagination, etc.

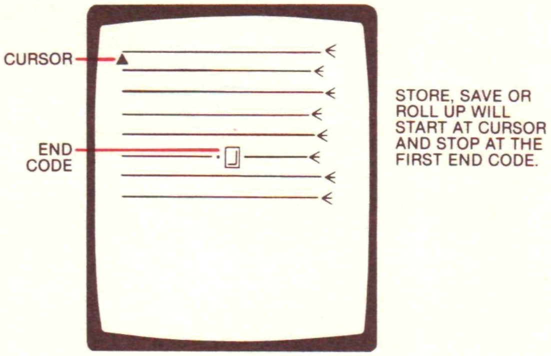
b. For Models 1400 and 1800, store on a disc in Disc Drive 1. Use a disc in Disc Drive 2 for editing, repagination, etc.

(see Section 7, FILE MANAGEMENT)

END CODE [⎕]



The End Code, CODE + C (⌟), is used to indicate the end of text that is to be saved, stored, printed, or cleared with the ROLL UP key. The Text Editor will stop storing, saving, or printing when it reaches an End Code. When an End Code is inserted in text, depressing the ROLL UP key will clear text from the top of the screen to the End Code.


CURSOR
END CODE
STORE, SAVE OR ROLL UP WILL START AT CURSOR AND STOP AT THE FIRST END CODE.

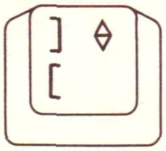
1. To place an End Code in text:
   a. Move the cursor to the position where the End Code is needed.
   b. Depress CODE + C.
   c. The End Code symbol (⎕) will appear on the screen.
   d. End Codes are never stored or printed.
2. To store or save text using an End Code:
   a. Insert the End Code at the end of the text to be stored or saved.
   b. Move the cursor to the beginning of that text.
   c. Depress STORE or SAVE.
   d. Storing or saving will stop at the End Code.
3. To partially clear the screen using Roll Up and an End Code:
   a. Insert an End Code at the beginning of text you do not want to clear.
   b. Depress ROLL UP
   c. Text will clear from the top of the screen to the End Code. Text below the End Code will remain on the screen.

(see Roll Up, Save and Recall, Store)

ESCAPE [⟠]

For the 1800, the Escape key (⟠) is used in combination with the CODE and SHIFT keys to access various software options. Once the software has been loaded, depressing CODE +

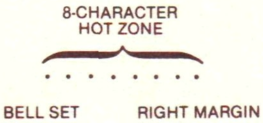
ESCAPE KEY



SHIFT + Escape acts as a toggle switch to bring software menus to the screen, to put the system back into standard word processing mode, and to switch the system back into software operation. The Escape sequence is also used in all three Text Editors to reactivate previously loaded Programmed Options.

(see the Programmed Options binder and the 1800 INFORMATION MANAGEMENT SYSTEM REFERENCE MANUAL)

HOT ZONE



The Hot Zone is an 8-character area which begins at the bell set position on each line of text. When you hear the bell set signal, you know you have 7 character spaces remaining to end your line of type. The last character position in the Hot Zone is the true right margin for the printed page.

(see Adjusting Margins, Setting Margins)

HYPHENATION

End-of-line hyphenation is used to break a word between syllables in order to end a line within the Hot Zone. When adjusting margins, the Text Editor will stop automatically if a word starts before the Hot Zone and extends beyond the right margin. You must then decide whether to:

1. Hyphenate the word within the 8-character Hot Zone;
2. Move the entire word down to the next line, thus ending the line before the Hot Zone; or
3. End the line beyond the right margin.

(see Adjusting Margins)

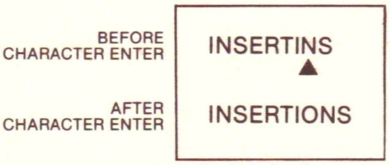
INSERTIONS

Individual characters, words, sentences, blocks of copy, and blank lines can be inserted into text using the following text editing functions.

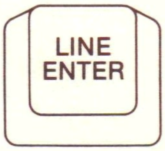
Character Enter

The CHAR ENTER key allows you to insert any number of characters (including spaces and codes) at any point on the screen. To insert characters:

1. Move the cursor to the position where you want to insert characters.
2. Press CHAR ENTER.
3. Type the characters, words, or lines of text.
    a. Existing text automatically moves to the right as new text is added.
    b. If existing text is moved so that it would go beyond the right edge of the screen, it automatically goes into wraparound.
4. Character Enter will stop automatically if you press any of the Cursor Direction keys.
5. To continue using Character Enter after pressing the Cursor Direction keys, position the cursor and press CHAR ENTER again. Then continue inserting text.



Line Enter

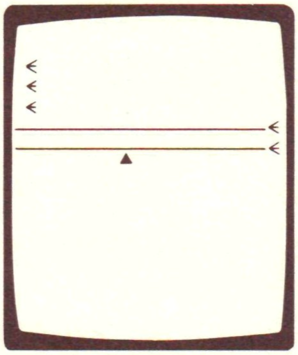


The LINE ENTER key is used to insert blank lines anywhere on the screen. Text below the new line will move down automatically; text above the new line does not move.

1. Position the cursor anywhere on the line where you wish to insert a blank line.
2. Press LINE ENTER.
3. A blank line will appear on the screen. Existing text will move down one line.
4. The cursor will remain at the same line location but will move to the left edge of the screen.
5. The Line Enter feature will insert another blank line at the cursor position each time the key is pressed. Existing text and blank lines will continue to move down one line at a time.

(see Paragraph Division)

BEFORE
LINE ENTER

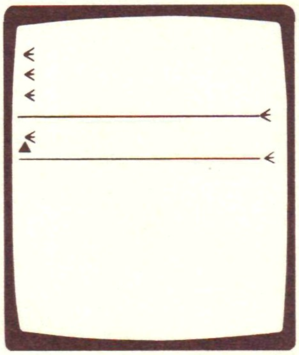


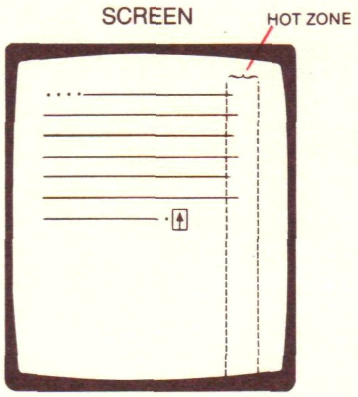
Save and Recall

The system's Save and Recall feature allows you to save a block of text at one position on the screen and insert it at another position within the same page or in any other document you display on the screen.

(see Save and Recall)

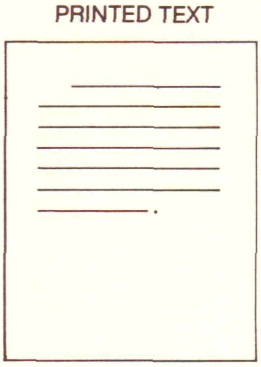
AFTER
LINE ENTER



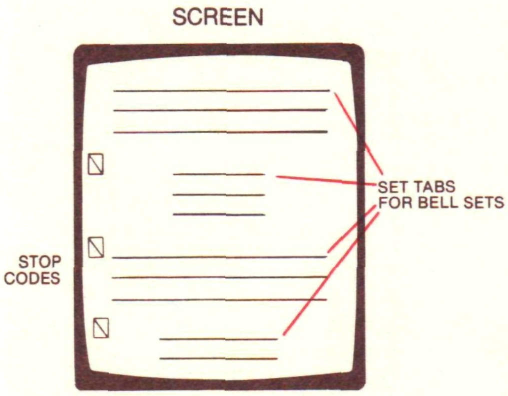


The Text Editor will automatically Justify (evenly align) right margins of text being printed if text on the screen has been prepared using the Adjust Margin operation. Justify will not operate at the same time as Forms or Forms Composite mode. Text on the screen does not appear with right margins justified. To Justify different types of text, see instructions below.

1. Text with standard margins
   - a. Follow the Adjust Margin operation for entire text to be justified.
     - 1) Lines that end within the Hot Zone will be justified.
     - 2) Lines that end before the bell set or after the Hot Zone will not be justified.
     - 3) A line that ends 14 spaces or less short of the Hot Zone may be "stretched" by adding up to 15 spaces after the punctuation at the end of the short line to bring the Return at the end of the line into the Hot Zone.
     - 4) To prevent a line or title from being justified, add 15 spaces to any line that ends within the Hot Zone, so that the Return at the end of the line falls beyond the right margin.
   - b. Press the JUSTIFY button; the Justify signal light will come on.
   - c. Position cursor at Home or wherever printing is to begin.
   - d. Press PRINT.

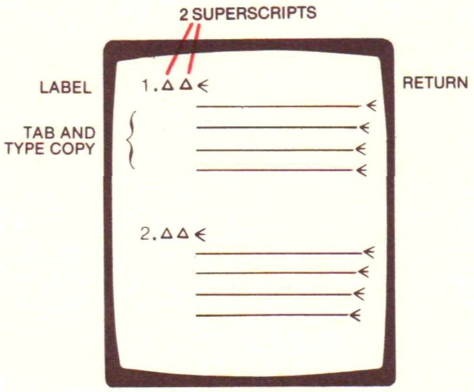


2. Block indented text within justified standard text.
   - a. Place Stop Codes at the beginning of each paragraph that changes right margin.
   - b. Adjust margins of both standard text and block indented text.
   - c. Set tabs at the bell set positions for standard text and block indented text.
   - d. Press BELL SET for first paragraph to be justified.
   - e. Make sure Justify is on.
   - f. Position cursor at beginning of first paragraph to be justified.
   - g. Press PRINT.
   - h. While first paragraph is printing, get ready to print the next paragraph, which has a different right margin (the paragraph after the first Stop Code).



        1) Space over Stop Code.
        2) Tab to the appropriate bell set position.
        3) Reset BELL SET.
        4) When printing of the previous paragraph is complete, press PRINT again.
    i. Repeat step h until all text is printed.

3. Block indented, labeled paragraphs
    a. Type the label (letter or number and any required punctuation).
    b. Type two Superscripts. (If your Editor is set for 1/4 line Super/Subscripts, type four Superscripts.)
    c. Press RETURN.
    d. Tab over and type text.
    e. Repeat these procedures for each labeled, block indented paragraph.
    f. Position cursor to begin printing.
    g. Press PRINT.



4. Backspace, Superscript, and Subscript symbols are treated as characters during the Adjust Margin operation, but they are automatically removed from the text during printing. This can cause lines with these symbols to end before the Hot Zone. To avoid this condition:
    a. After Adjusting Margins, scan each line that contains Backspace, Superscript, or Subscript symbols.
    b. Make sure the line will reach into the Hot Zone even after the symbols have been removed.
    c. If the line will not reach into the Hot Zone after removal of the symbols, add one space to the end of the line (use the Space Bar) for each Backspace, Superscript, or Subscript symbol in the line; add two spaces for each Backspace symbol.

    NOTE: With the Half-Backspace option, Justify will not function on any line of text that contains a Backspace symbol.

(see Block Indenting)

MOVING TEXT

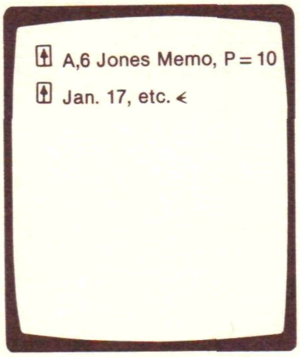
Text of any length can be moved from any position on the screen to any other position using Save and Recall functions. Text may also be moved from one track and inserted in another track.

Columns of text may be moved to the right or left by inserting or deleting spaces on each line to the left of the column.

(see Paragraph Assembly, Save and Recall)

OPERATOR INSTRUCTION LINE

OPERATOR INSTRUCTION LINE
WITH RELEVANT INFORMATION



⍐ A,6 Jones Memo, P=10
⍐ Jan. 17, etc. <

The Operator Instruction Line is used to keep a permanent record of information important to the keyboarding, editing, and/or printing of a document, so that anyone who reads the document to the screen may continue working on it. You should type an Operator Instruction Line (or lines) at the top of each new page you plan to store. To type an Operator Instruction Line:

1. Start with the cursor in the Home position.
2. Type a Skip Code at the beginning of the line so it will not print.
3. Include all relevant information, such as:
   a. File and track number location.
   b. Title of document.
   c. A brief content summary.
   d. Author's name.
   e. Margin settings.
   f. Tab settings.
   g. Pitch.
   h. Special print wheel(s) needed.
   i. Special printing information.
   j. Date, etc.
4. Use as many Operator Instruction Lines as you need. Each will count as a blank line when printing unless you begin printing with the cursor at the first line of text.

(see Drafting Text and Section 7, FILE MANAGEMENT)

OVERTYPING

Overtyping is used to correct simple typing errors by replacing an incorrect character(s) with the correct character(s). To Overtype:

1. Move the cursor to the character you want to correct.
2. Type the correct character.
3. The Text Editor will type the new character in place of the original character.

(see Deletions [for longer corrections], Drafting Text)

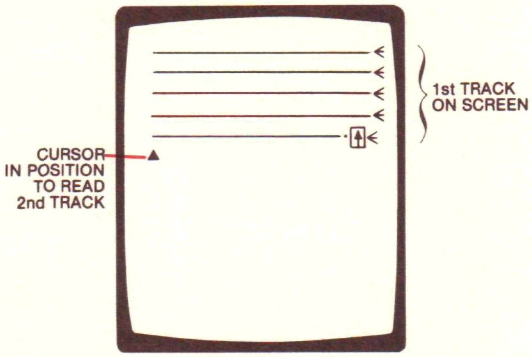
PAGE END

The PAGE END key clears the screen from the position of the cursor to the right and down the screen. Any text in the Buffer Area is also cleared.

(see Clearing the Screen)

PARAGRAPH ASSEMBLY

With the Text Editor you can assemble, or combine, individual paragraphs to make a variety of letters or documents. You may keyboard and store each paragraph you will need on a separate track, then read the paragraphs to the screen in the order you want them. You may also duplicate text from stored tracks, or use Save and Recall to select paragraphs from longer documents.



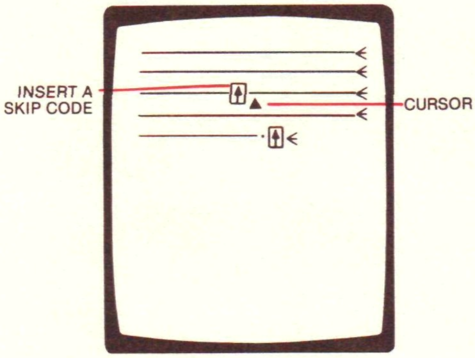
1. Assembling paragraphs that have been stored one-on-a-track:
   a. Select the track with the first paragraph you want.
   b. Read the first paragraph to the screen.
   c. Select the track with the next paragraph you want.
   d. Move the cursor to the correct location on the screen for the next paragraph.
   e. Read the next paragraph to the screen.
   f. Continue until all paragraphs have been selected and read.
   g. Use the Adjust Margin operation as needed.
2. Assembling paragraphs that are part of longer documents:
   a. Read through the full document.

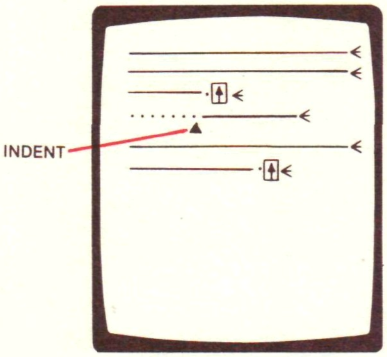
b. Using Save and Recall select and store the paragraphs you need on separate tracks.

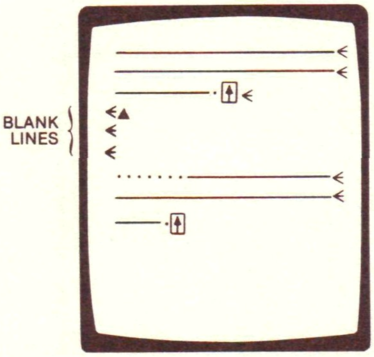
c. Follow procedure 1 (above) to assemble these paragraphs.

(see Adjusting Margins, Repagination, Save and Recall, and Section 5, ERASING/DUPLICATING DISCS)

PARAGRAPH DIVISION





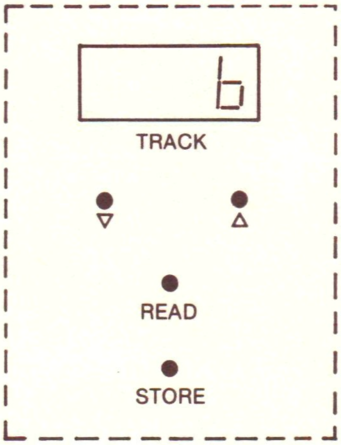


When editing or reformatting a document, it is often necessary to divide one long paragraph into two or more shorter paragraphs. To do this, use the following steps:

1. Insert a Skip Code at the end of the sentence that will end the new first paragraph.
2. Move the cursor to the first character in the new second paragraph.
3. Press CHAR ENTER.
4. Press RETURN. All text to the right of the cursor will shift to the next line.
5. Use the SPACE BAR to indent the new paragraph (you are still in Character Enter mode).
6. Use LINE ENTER to insert the correct number of blank lines between paragraphs.
7. Use the Adjust Margin operation as needed.

READ

When you Read text, you are simply bringing back to the screen text that has been stored on a disc. The basic steps for Reading a track are:

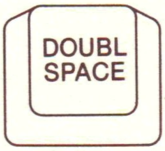


1. Select the track you want to Read.
2. Move the cursor to the position on the screen where you want the text to appear. This is usually the Home position.
3. Press the READ button.
   a. Text will appear on the screen.
   b. The track number will increment (increase) by one.
   c. When all the text has been Read to the screen, the cursor will appear at the end of the new text.
   d. If the track number does not increment, and begins to flash on and off, the system is in "Spill." This means there is more text on the track that would not fit onto the screen. If this occurs, you may wish to store or print the text on the screen. Then press ROLL UP to clear the screen; then press READ again to display the remainder of the text that was in Spill.
   e. If you hold the READ button down, the Text Editor will scroll through all the tracks on the file.

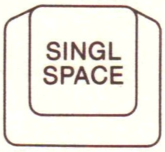
(see Paragraph Assembly, Repagination, Scrolling Pages, Spill)

REFORMATTING

Reformatting means taking text with one set of parameters and changing the parameters to meet new requirements. You can Reformat parts of a page or entire pages. The steps involved in Reformatting are:



1. Make sure there is a Skip Code at the end of the first paragraph to be Reformatted.
2. Set a new right margin by moving the cursor to the appropriate position and depressing the BELL SET key.
3. Use the Adjust Margin operation to readjust the first paragraph.
4. Continue this procedure for each paragraph to be reformatted.
5. To Block Indent, put the text into wraparound before changing and adjusting margins.
6. To double space text that is single spaced, use the DOUBL SPACE key.



7. To single space text that is double spaced, use the SINGL SPACE key.

●
LINE #

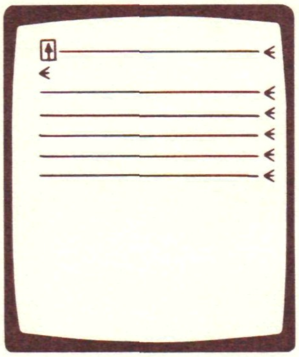
8. Press the LINE # button so the number in the CURSOR POSITION window displays the line space. Repaginate as necessary to obtain consistent page length.

(see Adjusting Margins, Block Indenting, Repagination)

REPAGINATION

Repagination involves adjusting all the pages in a document so that they are of consistent length. Repagination is often necessary after Reformatting a document, or after text has been added or deleted, leaving some pages too short, and others too long. Repagination can only take place after all corrections to a document have been clearly noted on a printed copy. Review the edited copy completely before editing text on the disc. To Repaginate, use the following steps.

1. Complete all editorial changes on first page of the document, including all additions and deletions.
2. Change the Operator Instruction Line if necessary.
3. If the page length is correct, store and print the revised page.
   a. For the 1200, store on the opposite file (if the original is on the A File, store the revised document on the B File using the same track number).
   b. For the 1400/1800, store on a different disc in the other Disc Drive (if the original is on File A in Disc Drive 1, store the revised document on File A in Disc Drive 2).



4. SHORT pages: When text has been deleted and the page now has too few lines of text:
   a. Move the cursor to the first blank line after the last line of text.
   b. Read the next track from the original document.
   c. Check the TRACK window.
      1) If the track number incremented, all of the text from the next track is on the screen.
         a) Delete the Operator Instruction Line at the top of the second page.
         b) If the addition of text from the next track results in the page now being too long, place an End Code where you want the page to end.
         c) Update the Operator Instruction Line if necessary.

d) Edit, store (on the opposite file or disc), and print this page. (The system will only store and print down to the End Code.)

e) Press ROLL UP; text below the End Code will move to the top of the screen.

f) Position the cursor at the left margin below the text and read the next track to the screen.

g) Using Save and Recall, move the Operator Instruction Line to the top of the screen and update it as necessary.

h) Continue editing and reading new tracks to the screen for each short page in your document.

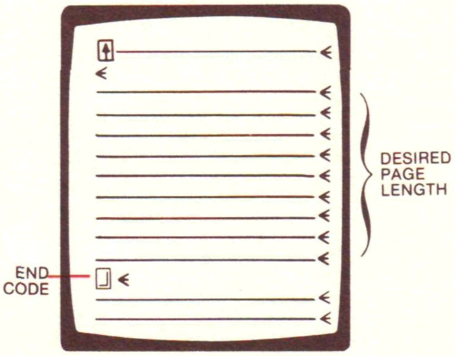
i) Store and print each page as it is completed.

2) If the track number does not increment but blinks on and off, the second track is in Spill; there is not enough room on the screen for all the text on that track.

a) Edit all text on the screen.

b) Update the Operator Instruction Line. Save the Operator Instruction Line at the top of the second page and then delete it from the text.

c) Place an End Code where you want the page to end. (Use the LINE # button to count lines so all pages will have about the same length.)



d) Edit, store, and print this page. (The system will only store and print down to the End Code.)

e) Press ROLL UP; text that was below the End Code will come to the top of the screen.

f) With the cursor at Home, press RCALL to insert the Operator Instruction Line above any text and update the line as necessary.

g) Move the cursor to the left edge of the screen below any existing text and press READ again to bring the text in Spill to the screen.

h) Continue editing and reading new tracks to the screen for each short page in your document.

i) Store and print each page as it is completed.

5. LONG pages: When text has been added and the page now has too many lines, follow these steps:

a. Move the cursor to the first line of text that you want to delete from this page and move to the next page.

b. Use the LINE # key to count lines so all pages will be about the same length.

c. Insert an End Code at the left margin.

d. Press HOME and STORE, then Print the text.

e. Press ROLL UP. Text below the End Code will move to the top of the screen.

f. The remaining text will probably be too short for a full page. Follow the procedures for a short page (step 4, above).

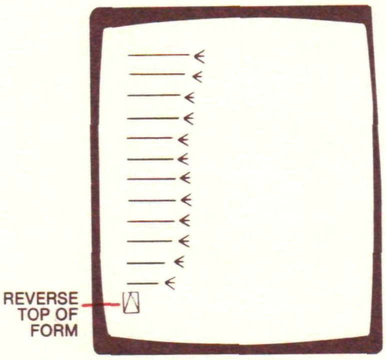
(see Adjusting Margins, Moving Text, Save and Recall Spill)

REVERSE TOP OF FORM [⍓]

CODE + A RTFM = ⍓

Reverse Top of Form is used when text from two or more tracks is to be printed side by side on a single page; i.e., multi-column text or wide statistical data. The Reverse Top of Form code (⍓), placed below the first portion of text to be printed, causes the printer to roll paper back to the position where printing of that text began. To use Reverse Top of Form, follow these steps:

1. Keyboard or read to the screen the first column (or page) of text.
2. Type the Reverse Top of Form code, CODE + A (RTFM), at the left margin of the line below your text. Do not include a Return after the code.
3. Press HOME, move the cursor to the line where printing should begin, and press PRINT. When the printer reaches the Reverse Top of Form code, the paper will roll back to the line location where the printing function began. (This may be a blank line or a text line, depending on where the cursor was located when you pressed PRINT.)
4. Keyboard or read the next column of text. Change the left margin setting so that it is at least two positions beyond the right margin of the first column of text; change the bell setting, if necessary.
5. If there is to be another column of text, add a Reverse Top of Form code at the bottom of this text.
6. Send the cursor Home, move it to the line where printing should begin, and press PRINT.



(see Section 3, PRINTING)

ROLL UP

The ROLL UP key will clear text from the top of the screen and down, no matter where the cursor is positioned. Text in the Buffer Area will then move to the top of the screen. ROLL UP will not clear text below an End Clode.

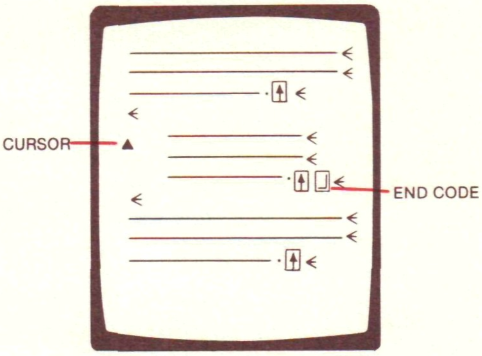
(see Clearing the Screen)

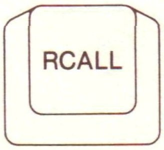
The SAVE and RCALL keys are used to temporarily store text on and retrieve it from the 61st, or Save, track of a disc. This saved text may then be inserted into existing text in any position on the screen. To use Save and Recall, follow these steps:

To Save

1. Insert an End Code immediately after the text you wish to Save. If the text you are saving extends to the bottom of the screen, no End Code is needed.
2. Move the cursor to the first character of the text you wish to Save.
3. Press the SAVE key. The cursor will move through the text you are saving and stop at the End Code.
   a. If the Save track is already occupied (that is, if text is already saved), the Track number in the TRACK window will blink (on the 1200) or the File A light will blink (on the 1400/1800). Press SAVE again to overstore the test on the Save track.
   b. On the 1400 and 1800, the SAVE key saves text on the disc in Disc Drive 1. To Save text on the disc in Disc Drive 2, press the SAVE-2 button on the panel, then press the SAVE key.
4. Once text has been stored on the Save track, you may delete the text from the screen. This text may be recalled when needed.

CURSOR IN POSITION TO SAVE TEXT

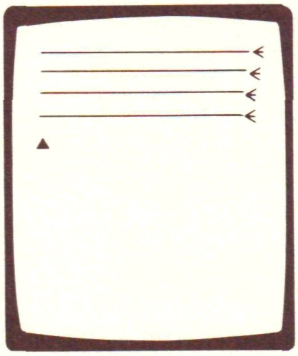




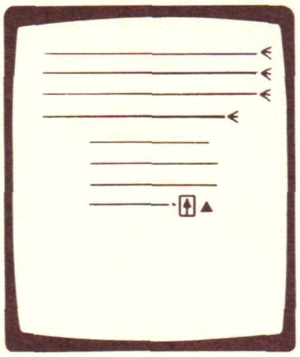
To Recall

1. Move the cursor to the exact screen position where you want the first character of the saved text to appear.
2. Press the RCALL key. The text from the Save track will be inserted at the cursor location. Existing text will move to the right and down to make room for all the recalled text. The cursor will stop at the end of the recalled text.
3. Remarginate the recalled text, if necessary. Remember to put a Skip Code at the end of the recalled text before remarginating.
4. You may Recall the same text from the Save track as many times as needed. The text will remain on the Save track until new text is saved. (See Save, step 3a.)

CURSOR IN POSITION TO RECALL TEXT



AFTER RECALL



5. On the 1400 and 1800, the RCALL key recalls text from the disc in Disc Drive 1. To Recall text from the disc in Disc Drive 2, press the SAVE-2 button on the panel, then press the RCALL key. You must press the SAVE-2 button each time you wish to recall text from the disc in Disc Drive 2.

(see End Code, Insertions, Moving Text, Paragraph Assembly, Repagination)

SCROLLING PAGES

Scrolling Pages is a quick way to examine the tracks on a disc to see what text is stored on each track. To Scroll through a series of tracks, follow these steps:

1. Put the starting track number in the TRACK window.
2. Press the READ key and hold it down.
3. The first track will appear briefly then clear, and the next track will appear, then clear. Tracks will appear in order until you release the READ key, or until you reach the end of the File.

SETTING MARGINS

After turning power on, margins on the Text Editor are preset at left 13, right 72. But these margins may be changed easily whenever necessary to accomodate a particular pitch, paper size, or special application. To set new margins, follow the steps below:

LEFT Margin

1. Determine the pitch you will use: 10 pitch prints 10 characters per inch, 12 pitch prints 12 characters per inch.
2. With paper positioned in the printer, look at the 10/12 pitch scale on the printer to determine the appropriate left margin setting.
3. Move the cursor to the left edge of the screen.
4. Set the desired left margin number in the CURSOR POSITION window.
    a. In 10 pitch, setting the number at 10 will provide a one-inch margin.

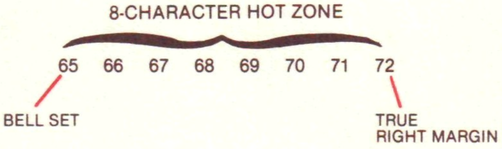
   b. In 12 pitch, setting the number at 12 will provide a one-inch margin.

5. Text at the left edge of your screen will print starting at the character position number you set in the CURSOR POSITION window.

RIGHT Margin

1. Look at the 10/12 pitch scale to determine the approximate right margin position.
2. To set the right margin, you must establish the location of the 8-character Hot Zone which begins at the bell set position and ends with the true right margin.
3. Move the cursor to the space 7 characters to the left of the desired right margin and press the BELL SET key.
4. If you know the maximum number of characters that you want to appear on a printed line, you may use the Margin Charts located in Section 8, REFERENCE DATA, as a guide for setting the margins.

RIGHT MARGIN



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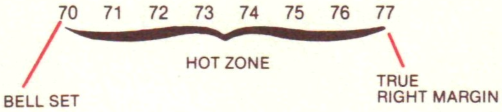
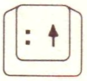


(see Adjusting Margins, Block Indenting)

SKIP CODE [⍐]

The Skip Code, CODE + . (⍏), is used to prevent the printing of a line or lines of type, such as Operator Instruction Lines, and to stop the Adjust Margin operation at the end of paragraphs.

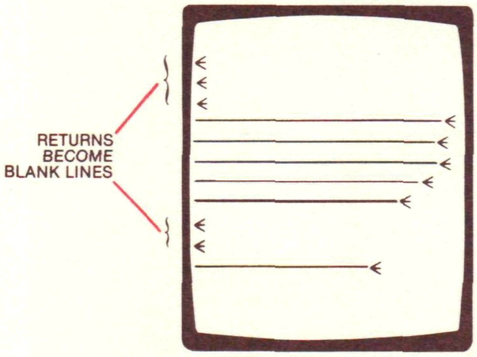
CODE +  = ⍐

1. To prevent line(s) from printing:
   a. Move the cursor to the beginning of the text you do not want to print. This can be at any point in a line.
   b. Depress CODE + . (period).
   c. The Skip Code symbol (⍐) will appear on the screen.
   d. Text on the line to the right of the Skip Code will not print.
2. To prevent paragraphs from merging when adjusting margins, place a Skip Code at the end of each paragraph. A Skip Code must also be included at the end of the last paragraph.

(see Adjusting Margins, Drafting Text)

SPACING ON THE SCREEN

When printing with the PRINTER LINE number set at 1, printed text will exactly duplicate the line spacing you see on the screen. To control line spacing while keyboarding, editing, or reformatting, follow the steps below:



Keyboarding

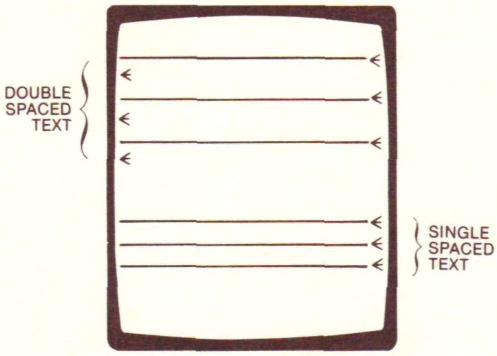
When keyboarding, use the RETURN key for extra lines between paragraphs, headings, text, etc. Each extra press of the RETURN key will add one blank line to the screen. With Trace on, you may count these lines by counting the number of Return symbols (<) that appear at the left edge of the screen.

You may insert or delete single blank lines by using the LINE ENTER and LINE OUT keys.

1. Move the cursor to the position where you want to insert or delete a line.
2. Press LINE ENTER (to insert) or LINE OUT (to delete).
3. LINE ENTER and LINE OUT are repetitive keys. If you hold them down, they will continue to insert or delete blank lines.

(see Deletions, Insertions, and Section 3, PRINTING)

Double Spacing



To double space text that is single spaced, use the DOUBL SPACE key.

1. Move the cursor to the first line of text to be double spaced.
2. Press the DOUBL SPACE key once for each line to be double spaced.
   a. The Text Editor will insert one blank line between lines of text on the screen.
   b. If there are two or more blank lines together on the screen, the DOUBL SPACE key will simply add one more blank line. It will not "double" the number of blank lines.
3. To double space text quickly, hold the DOUBL SPACE key down and the cursor will move down the screen, inserting extra blank lines between lines of text.
4. If you double space more than 32 lines of text (half a screen), the Text Editor will push extra lines of text below the screen into the Buffer Area. Text in the Buffer will not be double spaced. After printing or storing text on the screen, press ROLL UP to bring text in the Buffer to the top of the screen. Press the DOUBL SPACE key to change the spacing of this text, and continue printing or storing.

Single Spacing

To single space text that is double spaced, use the SINGL SPACE key.

1. Move the cursor to the first text line to be single spaced.
2. Press the SINGL SPACE key and the Text Editor will delete all extra blank lines between lines of text.
3. To single space quickly, hold the SINGL SPACE key down and the cursor will move down the screen, removing all extra lines. Blank lines between paragraphs and below headings will also be deleted.

SPECIAL PRINTABLE CHARACTERS

The Text Editor can display and print a variety of special characters, depending on the type of keyboard you have (legal or non-legal) and the print wheel you are using.

The Print Wheel Charts in Section 8, REFERENCE DATA, list the special characters available on the various print wheels you can use along with the keyboarding required, and show the corresponding characters that will be displayed on your screen.

SPILL

The Spill condition occurs when you read a new track below the text displayed on the screen, but there is not enough room for all the text on the new track. This condition usually occurs during repagination or during paragraph assembly. It can also occur when reading wide documents to the screen when the system is not in Wide Document Display mode.

You will know the Text Editor is in Spill when you press the READ button and:

- text appears on the screen.
- the track number does not increment, but flashes on and off.

To bring text that is in Spill to the screen:

1. Finish processing the text on the screen (review, edit, store, print, etc.).
2. Press ROLL UP.
3. Press READ. If ROLL UP did not clear the entire screen due to an End Code in the text, make sure the cursor is on a blank line below text before pressing READ.
4. Text that was in Spill will appear on the screen.

When the Text Editor is in Spill, you may do any of the following without affecting the text in Spill.

1. Clear the screen using ROLL UP or PAGE END.
2. Save and recall text on the screen.
3. Read text to the screen from the opposite File (on the 1200) and from the second Disc Drive (1400 or 1800).
4. Store text on the opposite File or the second Disc Drive. Do not store text on a track that is in Spill.

You can cancel the Spill condition by:

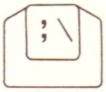
1. Selecting a new track on the same file.
2. Pressing STOP.

STOP BUTTON

The STOP button on the Control Panel will halt any reading, storing, or printing activity. The STOP button is also used to:

1. Check to see that the left margin setting is appropriate for the paper in printer.
    a. Press STOP after inserting paper.
    b. The print wheel carriage will move to the left end of the printer, and the center mark on the card guide will line up with the left margin set in the CURSOR POSITION window.
2. Cancel the store or save operation if the number in the TRACK window blinks on and off indicating that the track already contains text, and you decide you do not want to overstore.
3. Cancel spill. The number in the TRACK window will increment. It will be necessary to reselect the "spilled" track to read the text that was in spill.

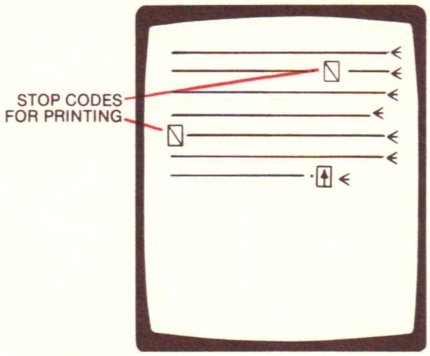
STOP CODE [⧅]

CODE +  = ⧅

The Stop Code, CODE + , (\ ), is used only to stop the printer. Stop Codes will not stop any activities on the screen. Some common uses for the Stop Code are to allow the operator to:

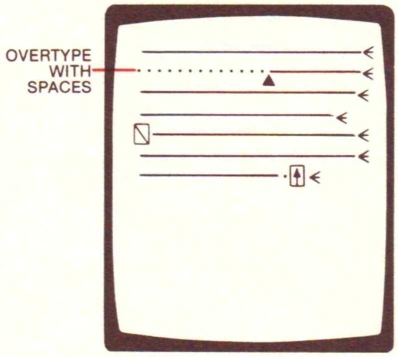
- Insert a different print wheel for special characters or symbols in the middle of a document. (Forms mode can also be used for this application.)
- Adjust the platen manually in the middle of a document.

- Reset the bell set when justifying paragraphs of different lengths.
- Print addresses on envelopes using the inside addresses of letters.



1. To place a Stop Code in text:
   a. Move the cursor to the position where the printer should stop.
   b. Depress CODE + , (comma).
   c. The Stop Code symbol (⧅) will appear on the screen.
   d. Print the document.
   e. Printing will stop at the Stop Code.
   f. The cursor will stop on the space following the Stop Code.

2. To continue Printing after a mid-line Stop Code.
   a. Move the cursor to the beginning of the line that has the Stop Code.
   b. Use the Space Bar to overtype all characters up to and including the Stop Code.
   c. When the cursor is on the character or space following the Stop Code's position, depress PRINT.
   d. The printer will continue printing with the next character on the line.



3. To continue printing after a left-margin Stop Code:
   a. Make any changes needed.
   b. Move the cursor to the Stop Code.
   c. Overtype the Stop Code with a space.
   d. Continue printing.

4. Stop Codes are stored with text. If you do not want a Stop Code to store, delete it before storing.

STORE

The STORE button is used to store text on any selected track of a disc. Storing retains everything on the screen from the cursor position to the right and down to the bottom of the text or to the first End Code on the screen.

To Store text on a disc:

1. Select the file and track (and disc drive if you are using the 1400 or 1800).

2. Move the cursor to the beginning of the text. To Store a full screen, the cursor should be in the Home position.
3. Press the appropriate STORE button.
4. If the File indicator light blinks when you press STORE, text is already stored on that track. Either overstore by pressing STORE again, or store on a different track.
5. If the store operation is successful, the cursor will go to the bottom of the text, and the number in the TRACK window will increment.

If a blinking asterisk appears at the bottom of the text, there is a problem in the storing process. Delete the blinking asterisk and try to store again. If the blinking asterisk reappears, select a new track, delete the asterisk, and store again. If the second track does not store accurately, change discs and store again.

SUBSCRIPT [▽]

CODE + D SBSP = ▽

The Subscript code, CODE + D (SBSP), is used when characters must print below the line, such as in formulas or scientific notation. The code actually instructs the printer to move the page 1/2 line up so the Subscript character can print below the normal text line. An optional setting allows the printer to move the page 1/4 line for Subscript characters.

Subscript is also used after Superscript functions when the printer must return to the normal text line to continue printing.

The Subscript symbol (▽) appears on the screen, but is not printed and does not cause a blank space to appear in the printed text.

To print a Subscript character, such as the 2 in H_2O, follow these steps:

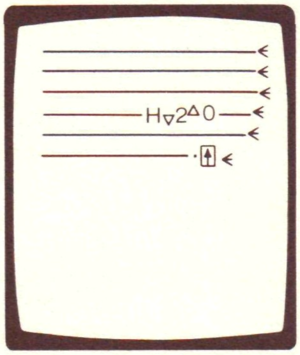
1. Type the H.
2. Press CODE + SBSP. The Subscript symbol appears on the screen.
3. Type the 2.
4. Press Code + SUPR. The Superscript symbol (▽) appears on the screen. (This tells the printer to return to the normal text line.)
5. Type the O. Continue typing normal text.
6. The formula for water, H_2O, will appear on the screen as:

$$H_{\triangledown}2^{\vartriangle}O$$

Subscript and Superscript symbols are treated as characters during the Adjust Margin operation, but they are automatically removed from the text during printing. This can cause lines with

Subscript and Superscript symbols to end before the Hot Zone. When printing justified text, lines that end before the Hot Zone will not be justified. To avoid this:

1. After adjusting margins, scan each line that contains Subscript and Superscript symbols.
2. Make sure the line will reach into the Hot Zone even after the Subscript and Superscript symbols have been removed.
3. If the line will not reach into the Hot Zone after removal of the Subscript and Superscript symbols, bring the next word to the end of the line or add one space to the end of the line for each Subscript or Superscript symbol in the line.



(see Justify)

SUPERSCRIPT [△]

The Superscript code, CODE + E (SUPR), is used when characters must print above the line, such as in footnotes or formulas and scientific notation. The code actually instructs the printer to move the page 1/2 line down so the Superscript character can print above the normal text line. An optional setting allows the printer to move the page 1/4 line for Superscript characters.

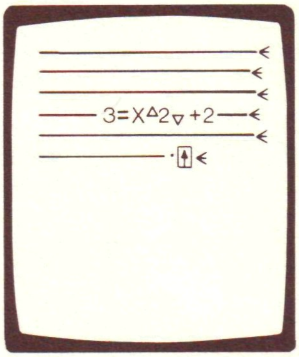
When using Superscript, the Superscript symbol (△) appears on the screen, but is not printed and does not cause a blank space to appear in the printed text.

To print a Superscript character, such as the exponent 2 in the equation $3 = x^2 + 2$, follow these steps:

1. Type the equation up to the Superscript, 3 = x
2. Press CODE + SUPR. The Superscript symbol appears on the screen.
3. Type the 2.
4. Press CODE + SBSP. The Subscript symbol (▽) appears on the screen. (This tells the printer to return to the normal text line.)
5. Type the end of the equation, + 2.
6. The equation will appear on the screen as:

$$3 = x^{\triangle}2_{\triangledown} + 2$$

Subscript and Superscript symbols are treated as characters during the Adjust Margin operation, but they are automatically removed from the text during printing. This can cause lines with



(6.)

Subscript and Superscript symbols to end before the Hot Zone. When printing justified text, lines that end before the Hot Zone will not be justified. To avoid this:

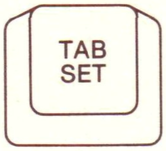
1. After adjusting margins, scan each line that contains Subscript and Superscript symbols.
2. Make sure the line will reach into the Hot Zone even after the Subscript and Superscript symbols have been removed.
3. If the line will not reach into the Hot Zone after removal of the Subscript and Superscript symbols, add one space to the end of the line for each Subscript or Superscript symbol in the line.

(see Justify)

TAB SETTING/CLEARING

Similar to a standard typewriter, Tabs on the Text Editor are used to move the cursor to preset positions on the screen. You may set as many Tabs as you need on the Text Editor. However, once you turn power off, all Tabs are cleared. When power is turned on, there are no Tabs set.

To set Tabs:



1. *Move the cursor to the desired Tab position.*
2. Press the TAB SET key once. The Tab is set.
3. After Tabs are set, hold down the TAB key. The cursor will move rapidly across the screen stopping at each Tab position and returning to the left margin after the last Tab.
4. In the optional Wide Document Display mode, you may set tabs beyond the normal 96-character screen limit. When you return to normal display, these extra Tabs will be ignored by the system. However, they are retained in memory and will remain intact when you return to Wide Document Display.
5. It is also possible to set up a program for automatically setting Tabs.

(see Section 6, PROGRAMMING)

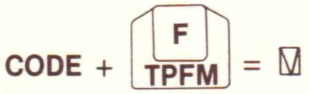
To Clear Tabs:

1. Press the TAB key to move the cursor to the Tab setting you want to clear.
2. Press the TAB CLEAR key once. The Tab will clear and the cursor will move to the text Tab position.

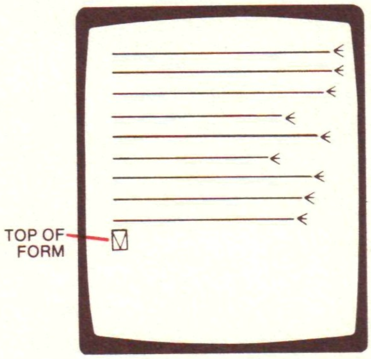
3. To clear all Tabs, hold down the TAB CLEAR key until the cursor moves through all the Tab positions and returns to the left margin of the screen. It is advisable to clear all Tabs before setting new Tabs. Tabs set beyond the normal 96-character screen limit will be cleared in this way only if the Editor is placed in Wide Document Display mode.

TOP OF FORM [☑]

The Top of Form code, CODE + F (TPFM), is used when printing on continuous forms paper, using the Forms Tractor. The code instructs the printer to move the paper so that the next "page" is in position for printing. To use Top of Form:



1. Type the Top of Form code at the left margin of the line below the last line of text. The Top of Form Symbol (☑) will appear on the screen.
2. Position the continuous forms paper in the printer so that printing of the first page will begin on the appropriate line.
3. When the printer reaches the Top of Form code, it will roll the next page into the same starting position.
4. The Top of Form code can be stored with your text or entered on the screen just before printing.
5. Do not type a Return after the Top of Form code, or the printer will move the next page one line beyond (one Return) the correct starting position.

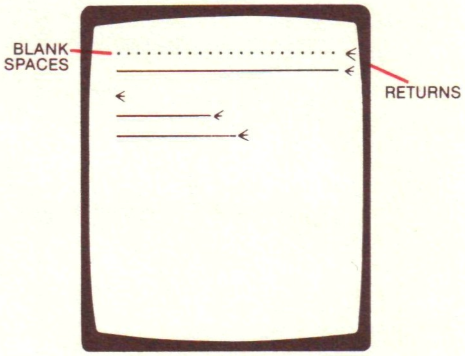


(see Section 3, PRINTING)

TRACE

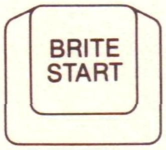
The Trace function puts visible symbols on the screen for all blank spaces and all Returns. Spaces are represented by small dots (. . .). Returns are represented by left-pointing arrows (<). These symbols help when proofreading text on the screen, when planning layouts, and when counting lines and spaces for centering. Trace is also used when programming. Trace symbols do not print on final copy, even though they are visible on the screen. Trace is automatically turned on when power is turned on. The TRACE button on the control panel is used to turn Trace off and on. With Trace off, the screen displays text as it will appear when printed.

WITH TRACE ON



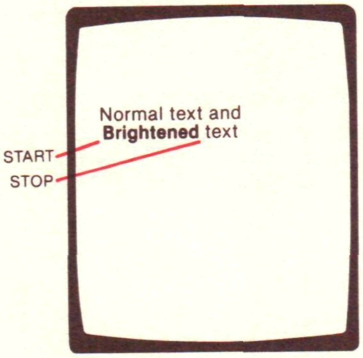
(see Drafting Text and Section 6, PROGRAMMING)

UNDERSCORING



The Underscoring feature on the Text Editor permits you to underscore any portion of text, single characters, single words, a full paragraph, etc. Underscoring requires the use of the BRITE START and BRITE STOP keys.

BRIGHTENED TEXT

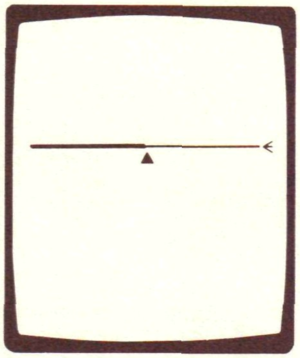


To Underscore text while keyboarding:

1. Press the BRITE START key before you begin keyboarding.
2. Keyboard the text. No Underscore will appear on the screen. Instead, the characters will appear brighter than standard screen characters.
3. Press BRITE STOP when the cursor reaches the space beyond the last character to be underscored. After pressing BRITE STOP, any other characters you keyboard will appear in standard intensity on the screen.

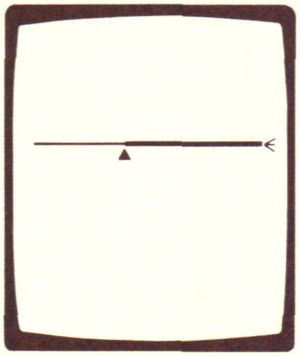
To Underscore text that is already keyboarded:

1. Move the cursor to the first character to be Underscored.
2. Press BRITE START. The entire line to the right of the cursor, including the Return symbol, becomes bright.
3. Move the cursor one space to the right of the last character to be Underscored.
4. Press BRITE STOP. Characters to the right of the cursor go back to standard intensity.
5. If the entire text line is to be underscored, there is no need to press BRITE STOP. However, if text is remarginated and brightened characters that were on one line now appear on two lines, it is best to underscore the text again, doing each line separately.



PRESS
BRITE STOP

OR



PRESS
BRITE START

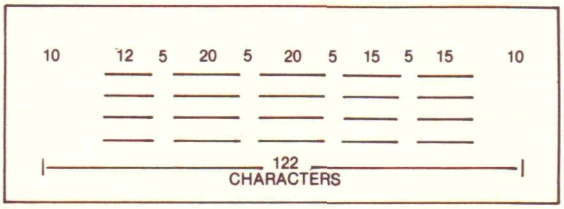
To cancel Underscore:

1. Move the cursor to the left of the brightened characters on the text line.
2. Press BRITE STOP. All brightened characters on the line will appear in standard intensity.

You may use the CODE + / keys for *signature lines* on legal documents or any other underscored blank space which will be filled in at a later date. This combination of keys creates a visible line on the screen, but the line must remain blank. Characters may not be keyboarded over a signature line.

Documents such as columnar text or statistical data, which are wider than the 96-character screen, can be typed in three different ways: in split screen, in wraparound, or using the optional Wide Document Display. In split screen, the document is divided into a left-hand part and a right-hand part. Each part can be typed and stored on separate tracks, then merged while printing. Using wraparound, columns can be typed one after another without pressing RETURN until the last column is on the screen. Then, a Return will bring the Text editor to a new line for keyboarding. The optional Wide Document Display actually condenses characters on the screen so that 160 characters will fit on one screen line.

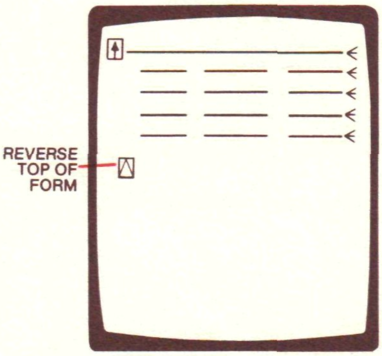
COLUMNAR TEXT AND SPACES BETWEEN COLUMNS



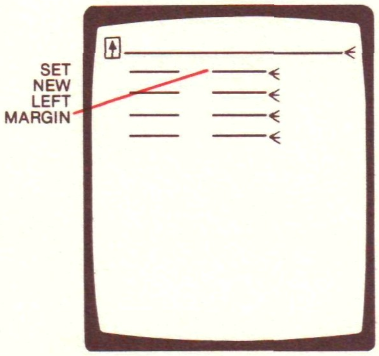
Split Screen

1. Determine pitch and calculate the number of spaces on a line of the paper you will use.
2. Add the total number of characters and spaces in the longest line of text to be keyboarded. The total may not be longer than the number of spaces on the paper (step 1). If the longest line is too long, use less space between columns.
3. Divide the document into a left-hand and a right-hand part. The left-hand part may be wider, and titles may be included and centered on this part.
    1) The center for 11-inch paper is 55 in 10 pitch, 66 in 12 pitch.
    2) The center for 13-inch paper is 65 in 10 pitch, 78 in 12 pitch.
4. Set tabs for the left-hand part and keyboard. Be sure to place a Reverse Top of Form code below the last line of text.
5. Proofread, correct, and store. Then clear the screen.
6. Reset the left margin for the right-hand part of the document. The setting is the same number as the tab setting for the first column on the right-hand part.
7. Set tabs and keyboard the right-hand part, including Operator Instruction Line with left margin setting.
8. Proofread and store the right-hand part.
9. Change margin setting and print the left-hand part.
10. Change margin setting and print the right-hand part.

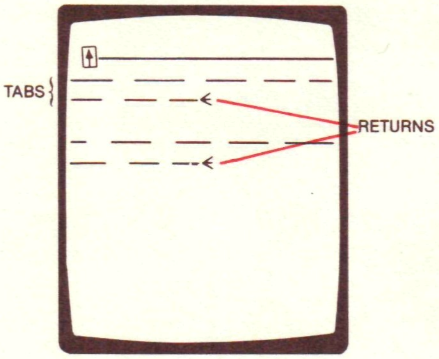
LEFT-HAND PART



RIGHT-HAND PART



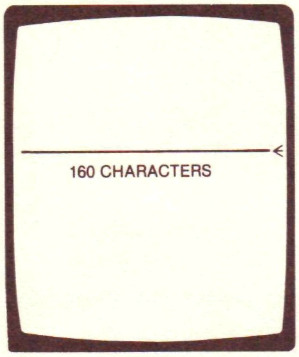
WRAPAROUND



Wraparound

1. Keyboard the full line of text, including spaces between columns, without pressing RETURN.
2. Text will wrap around and continue on the next line of the screen.
3. Enter a Skip Code and press RETURN after the full line of text has been typed.
4. Set tabs based on this first full line of text. Include tabs for all columns, even the column on the wraparound line.
5. Keyboard the rest of the document.
6. Proofread with Trace on to make sure cursor returns only appear at the end of the full text line. Make all corrections.
7. Store and print.

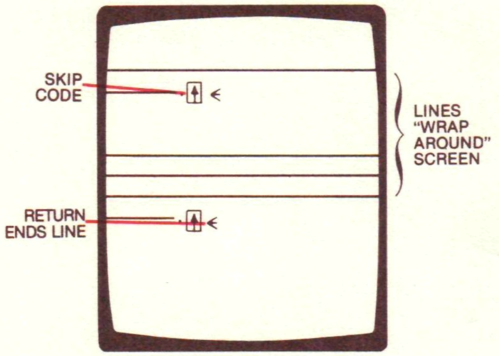
WIDE DOCUMENT DISPLAY



Wide Document Display (Option)

1. Keyboard an Operator Instruction Line for the job.
2. Hold down the Left Direction key (WIDE).
3. Text on the screen will compress toward the left margin, permitting up to 160 characters on each screen line. These compressed characters appear on the screen only. The printer continues to print full-size characters.
   1) The printer is limited to 132 characters per line in 10 pitch. With a left margin of 13, the maximum bell set is at cursor position 125.
   2) The printer is limited to 155 characters per line in 12 pitch. With a left margin of 13, the maximum bell set is at cursor position 148.
4. Set tabs and keyboard the document.
5. Proofread, store, and print.

WRAPAROUND



Wraparound occurs, when, without pressing RETURN, text is keyboarded across the screen, reaches the right-hand margin of the screen and travels "around" the screen to continue on the next line at the left margin. Typing in Wraparound is the fastest way to enter text. Once text is keyboarded with Skip Codes at the end of each paragraph, it can be reformatted using the adjust margin operation.

(see Adjusting Margins, Drafting Text, Reformatting)

SECTION 3
PRINTING

Any text displayed on the Text Editor screen, whether keyboarded directly or retrieved from a disc, can be printed on the system's high-speed printer. Text can be printed using preset conditions, such as left margin 13 and single line spacing, or by using the Text Editor's special formatting and printing features, which allow you to control the appearance of the printed page to meet special requirements.

This section explains how to prepare for printing text, how to insert paper into the printer, and how to use system features that affect text printing. The section also describes how to change print wheels and ribbon cartridges, and how to install the optional Forms Tractor, which is used when printing on continuous forms paper.

PRE-PRINTING CHECKLIST

The following checklist is a brief reminder of the steps to be considered before printing text. A quick review of these steps can help avoid unnecessary reprinting and delay.

1. Scroll through the tracks on which your document is stored. Check Operator Instruction Line(s) for any special instructions such as pitch, special print wheels, justified printing, line spacing, and margin settings.
2. Make certain that margins and page length are correct for the paper you are using. Adjust margins and repaginate if necessary.
3. Check to see that special codes (TPFM, RTFM, Stop Code) are inserted where required. Delete special codes that are not needed.
4. Check that the correct print wheel is installed and that there is enough ribbon to print the job.
5. Check that printer controls on the Panel are properly set.
    - The PITCH button determines whether text will print in 10 or 12 pitch. The lights above the PITCH button indicate which pitch the system is set for. After Power On, the system is preset for 10 pitch and the 10 light will be on. Pressing the PITCH button once will set the system for 12 pitch and turn on the 12 light.
    - The PRINTER LINE button and signal lights determine line spacing on the printed copy. Pressing the PRINTER LINE button changes the line spacing from single space (1) to one-and-a-half spaces (1.5) to double space (2). The appropriate signal lights go on to indicate which line spacing the printer will use. Remember, however, that the printer

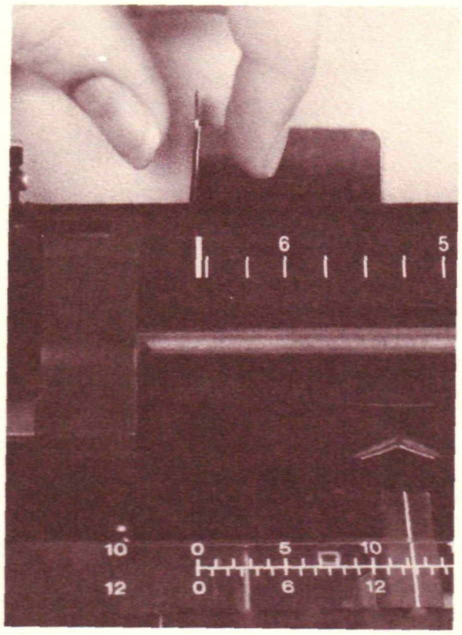
line spacing is relative to the text spacing on the screen. That is, if you select a printer line spacing of 1, text will be printed just as it appears on the screen; if you select a printer line spacing of 2 and text on the screen is double spaced, printed text will be quadruple spaced.

- The JUSTIFY button activates the system's justification function so that text will print with a justified (evenly aligned) right margin. The JUSTIFY signal light goes on to indicate that the justify function is active.
- The FORMS button puts the system into Forms mode for printing variable text onto preprinted forms, or into Forms Composite mode for printing variable text with forms created on the screen. The F light indicates Forms mode is on, the C light indicates Forms Composite is on.

6. Check that the Forms Tractor is installed properly if needed for the job.
7. If the Vydec Sheet Feeder is installed for feeding individual sheets, check the Sheet Feeder Reference Manual for any special instructions.

INSERTING PAPER

Inserting paper correctly guarantees that the left and right margins you have set on the screen will be properly observed on your printed copy. Where you position the top edge of paper will also affect how far down on the paper your first line of text will print.



Horizontal Positioning of Text

To ensure that the appropriate left and right margins are observed, follow the steps below.

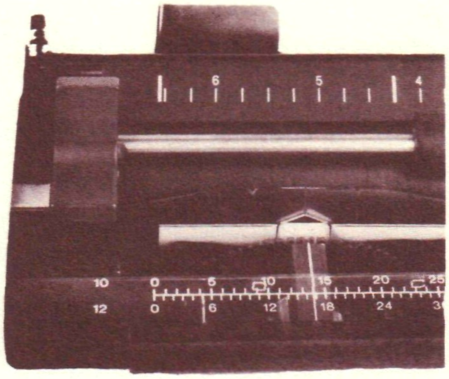
1. Slide the paper edge guide to the proper position.
   a. For most printing, on 8-1/2 inch wide paper, the left edge of the guide aligns with the zero position of the 10/12 pitch scale and the heavy line on the paper centering scale.
   b. Then check the left margin setting in the CURSOR POSITION window. This number can be compared to the 10/12 pitch scale to show where printing will begin on the paper. (Example: if the number in the window is 13, printing will begin at the 13th character position on the 10/12 pitch scale.)

Vertical Positioning of Text

You can control the position of your first line of text by inserting the paper to different vertical positions in the printer.

Text will print between the red lines of the card guide. To ensure the appropriate vertical position, roll the paper into the printer using one of the guidelines below.

1. Roll the paper into the printer so the top edge of the sheet is even with the top red line on the plastic card guide.
    - If you leave paper in this location and position the cursor at the first line of text on the screen, printing will begin along the top edge of the paper.
    - To allow for a top margin, insert sufficient Returns or Subscripts above text on the screen to leave as many blank lines as you need.
    - Remember, if printing starts with the cursor in the Home position, any Operator Instruction Lines will cause blank lines to appear above the printed text.
2. Manually advance the paper so that it is in the exact position for your first line of text.
    - If this method is preferred, the cursor must be at the first text line when the PRINT button is pressed.
    - This method avoids having to enter Returns or Subscripts above your text on the screen. It also eliminates the need to consider the blank lines caused by Operator Instruction Lines at the top of the screen.



PRINTING FUNCTIONS

The printer can be thought of as a formatting tool that will help you turn out attractive, professional-looking work. However, the text must be properly prepared and printer controls must be properly set to create appropriate pages of text. The following paragraphs explain how to accomplish the various printing functions such as Justification, Forms, Multi-Column text, Wide Documents and Continuous Forms.

Basic Printing

Any text on the screen can be printed whenever you wish to produce hard copy for review of rough drafts, etc., and you are not concerned about pitch, margins, line spacing and the like, by following the steps below.

1. Insert paper to the desired position.
2. Move the cursor to the Home position (or to the first line of text if you are printing only part of a page).
3. Press PRINT.

Printing Justified Text

To print text with a justified right margin, the text must first go through the adjust margin operation. The steps in printing the three types of text that are usually justified (standard margins, block indented, and labeled block indented) are listed below.

1. Make sure text has been through the adjust margin operation.
2. Scan text for Backspace, Superscript, and Subscript symbols. These symbols are counted as spaces during the adjust margin operation, but are removed from text during printing. This may cause some lines to end short of the Hot Zone. Add one space to the end of lines for each Superscript or Subscript symbol that will be removed during printing; add two spaces for each Backspace symbol that will be removed.

    - On Text Editors equipped with the Half-Backspace option, lines of text with a Backspace symbol will not justify.

3. If you are printing justified text with different right margins, place a Stop Code at the end of each paragraph that comes before a margin change. The right margin will have to be reset for each justified paragraph that has a different right margin.
4. Begin the printing operation
    a. Insert paper to the correct horizontal and vertical position.
    b. Briefly review the pre-printing checklist.
    c. Position the cursor to the appropriate location.
    d. Press PRINT.
    e. You may stop printing at any time simply by pressing STOP.

(see Justify in Section 2 for more information on justification)

Printing Forms

Printing in Forms mode or Forms Composite mode presents some situations which must be anticipated.

1. In Forms mode:

    a. Only variables will be printed. This means the pre-printed form must be in the printer before printing can begin.
    b. If continuous forms are used, the Forms Tractor must be installed and continuous forms paper properly inserted.

   c. If continuous forms are used, the Top of Form code should be used.

      1) Insert the Top of Form code on the track that contains the reproduction of the pre-printed form.
      2) The Top of Form code should be at the left margin of the screen on the line below the last line of text.

   d. Text will not underscore in Forms mode. If underscoring is needed:

      1) Enter variables with Forms light on.
      2) Print in standard mode, not in Forms mode or Forms Composite mode. This will cause variables to be underscored.

   e. To underscore selected variables:

      1) Enter variables with Forms light on.
      2) Turn Forms light off.
      3) Use BRITE STOP to delete underscoring as needed.
      4) Print in standard (Word Processing) mode.

2. In Forms Composite mode:

   a. Both variables and the stored form are printed. This means printing must occur on blank sheets or blank continuous forms paper.

   b. If blank continuous forms paper is used, the Forms Tractor must be installed and paper properly inserted.

   c. If continuous forms are used, the Top of Form code should be used.

      1) Insert the Top of Form code on the track that contains the form.
      2) The Top of Form code should be at the left margin of the screen on the line below the last line of text.

   d. Text will not underscore in Forms Composite mode unless it has been specially prepared. To underscore text that has not been specially prepared, print in standard (Word Processing) mode.

(see Forms Composite Mode in Section 4 of this Manual)

    e. To underscore selected variables:
        1) Enter variables with Forms light on.
        2) Turn Forms light off.
        3) Use BRITE STOP to delete underscoring as needed.
        4) Print in standard (Word Processing) mode.

Printing Multi-Column Text

When printing multi-column text, such as wide documents from more than one track or justified columns stored on more than one track, follow the steps below:

1. Wide documents stored on separate tracks:
    a. Look through the text for the left-hand track.
    b. Make sure there is a Reverse Top of Form code on the line below the last line of text. The Reverse Top of Form code should be at the left-hand margin of the screen.
        1) 1-inch margin (6 lines) must be maintained at the bottom of the sheet when using Reverse Top of Form.
        2) Reverse Top of Form cannot be used with continuous paper in the Forms Tractor.
        3) There should be no Return following the Reverse Top of Form symbol.
    c. Print the left-hand part with Justify on.
    d. After printing the left-hand part of the document, change the left margin for printing of the right-hand part of the document. The new left margin should be the character position where you want the right-hand column to begin printing.
    e. Reset the left margin for this column of text.
    f. If there are more columns of text, make sure there is a Reverse Top of Form code at the bottom of this column.
    g. Print and continue the procedure until all columns are printed.

2. Justified columns stored on more than one track:
    a. Go through the adjust margin operation for the first column.
    b. Make sure there is a Reverse Top of Form code on the line below the last line of text. The Reverse Top of Form code should be at the left-hand margin of the screen.
        1) A 1-inch margin (6 lines) must be maintained at the bottom of the sheet when using Reverse Top of Form.

    2) Reverse Top of Form cannot be used with continuous paper in the Forms Tractor.
    3) There should be no Return following the Reverse Top of Form symbol. Use the Home key or cursor direction keys to move the cursor.

  c. Print the left-hand part with Justify on.
  d. Go through the adjust margin operation for the second column.
  e. Reset the left margin for this column of text.
  f. If there are more columns of text, make sure there is a Reverse Top of Form code at the bottom of this column.
  g. Print and continue the procedure until all columns are printed.

3. Merging tracks on the screen.

   You may merge any two (or more) tracks on the screen to print multiple columns in a single printing operation provided the combined widths of the columns and spaces between them will fit on one sheet of paper.

   a. Using standard display (*not* Wide Document Display):

      1) Determine which track will be the right-hand column. This will be the second track.
      2) Read the track to the screen and insert a brightened CODE + TAB symbol (▷) at the beginning of each line, including blank lines.
      3) Store the second track with Trace *on*.
      4) Clear the screen and read the first track (the left-hand column) to the screen.
      5) Delete all Skip Codes from the text on the screen.
      6) Clear all previous tabs, then set a tab for the second track, the right-hand column.
      7) With Trace *off*, read the second track to the screen. Each line will read to the screen beginning at the tab position.
      8) If text from second track goes into wraparound, it may cause the system to go into Spill.
         a) The system will still print two columns. It will not print in wraparound.
         b) If the system goes into Spill:
            (1) Print the text on the screen.
            (2) Press ROLL UP once.
            (3) LINE ENTER once.

(4) Press TAB once.

(5) Continue reading the text, then print when all text has been read to the screen.

b. Using Wide Document Display:

1) Determine which track will be the right-hand column. This will be the second track.

2) Read the track to the screen and insert a brightened CODE + TAB symbol (▷).

3) Overstore with Trace *on*.

4) Clear the screen and press the Cursor Left (WIDE) key to go into Wide Document Display.

5) Clear all previous tabs and set a tab for the right-hand column.

6) With Trace *off*, read the second track to the screen. Each line will begin at the tab position.

7) Read the first track (the left-hand column) to the screen.

8) Space over each Skip Code in the text of the left-hand column.

9) Store and/or print the merged text.

You can use a program to automatically insert the brightened CODE + TAB symbol at the beginning of each line of the right hand column. Refer to Section 6, PROGRAMMING.

Printing Continuous Forms

When using continuous forms paper and the Forms Tractor, make sure to check the following things before printing:

1. Scan text to be sure the Top of Form code is used. The Top of Form code should be at the left margin of the screen, on the line below the last line of text. It should not be followed by a Return.
2. Make certain the Forms Tractor is installed properly and that the continuous forms paper is inserted correctly.
3. The Text Editor is preset to use the Top of Form operation with 11-inch paper. If the continuous forms paper you use is not standard length (11-inch), but is the only form used on the Text Editor, the System can be adjusted to suit the size paper you use.
4. Insert the paper in the Forms Tractor so printing will begin on the desired line. With Top of Form codes properly inserted in the text, printing on all sheets of the continuous forms paper will begin on the same line.

Special Effects

Using standard printing supplies, it is possible to produce several special page designs or visual effects. These special effects are obtained through:

1. SPECIAL PRINT WHEELS

   The variety of print wheels available for the Text Editor ensures a broad spectrum of page designs and type styles. Special print wheels, such as the General Scientific, guarantee accurate reproduction of all printable characters for all business and scientific applications. For a complete list of available print wheels, consult the Vydec Print Wheel brochure. Also see Section 8, REFERENCE DATA in this manual.

2. DOUBLE STRIKE

   Holding the print button down for more than 1/2 second causes the printer to strike each character twice. This creates a darker, bolder character which may be used for special applications, such as cover copy or headings.

3. LINE SPACING

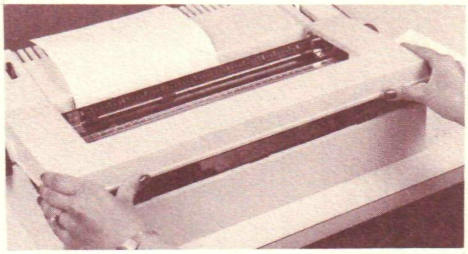
   Adjusting line spacing in the middle of copy can make paragraphs stand out and can increase legibility. Text that contains many Superscripts or Subscripts, for example, should always be printed at the line-and-a-half (1.5) setting of the PRINTER LINE button. (If your system has been set to provide 1/4 line spacing for Subscripts and Superscripts, you may print at the single line (1) setting.)

4. MIXING PRINT WHEELS AND PITCH

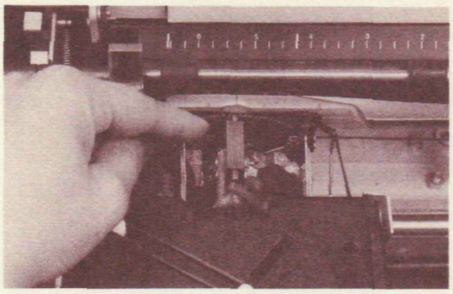
   Headings and titles can be made to stand out by using a 12-pitch print wheel while printing in the 10-pitch setting. The Narrator and Diamond print wheels may also be used for special emphasis in headings, titles, or text.

CHANGING PRINT WHEELS

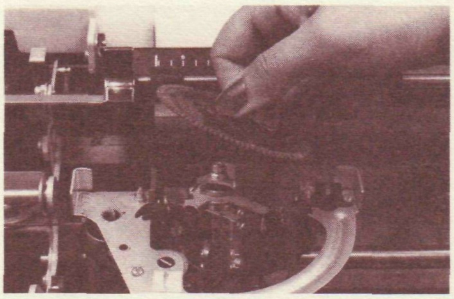
Print wheels wear out with normal use; they should be replaced when the printed characters appear unclear or broken. You may also want to use different typefaces or special-purpose wheels. To replace a print wheel:

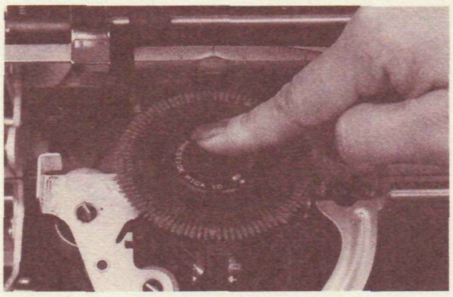


1. Remove the printer's snap-on front cover. Grasp the front, outer edges of the cover and lift upwards. Removing the cover causes a disabling switch to halt any printer activity.

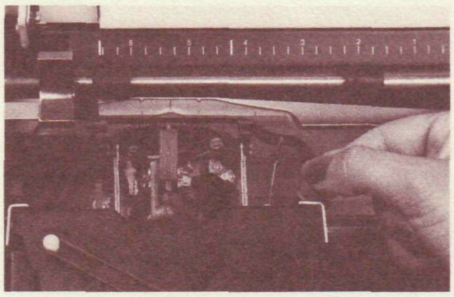


2. Press the "O" (open) button on the carriage locking lever to unlock the carriage.
3. Tilt the carriage toward you, press the red cartridge release lever and free the ribbon cartridge from the carriage.
4. Remove the ribbon from the ribbon guides and place the cartridge aside.
5. Continue tilting the carriage toward you until the print wheel faces up.
6. Remove the print wheel by pulling up on the center knob—do *not* pull on the spokes of the wheel.

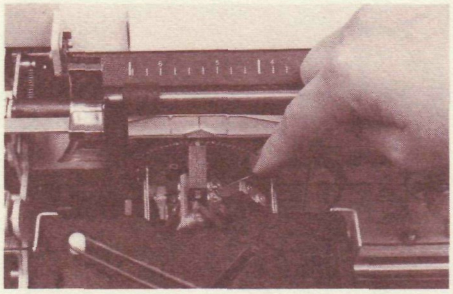




7. To install a replacement print wheel, align the metal flange of the carriage hub with the slot in the body of the print wheel, and press the print wheel down firmly on the hub.
8. Tilt the carriage back down toward normal operating position and re-install the ribbon cartrige.



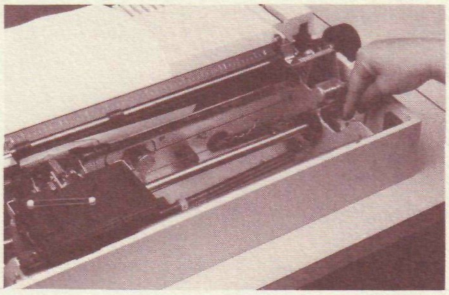
9. *Make certain the ribbon is in place in the guides and that it passes around the tension lever.*



10. Return the carriage to normal position and lock it in place by pressing the "C" (close) button on the carriage locking lever.

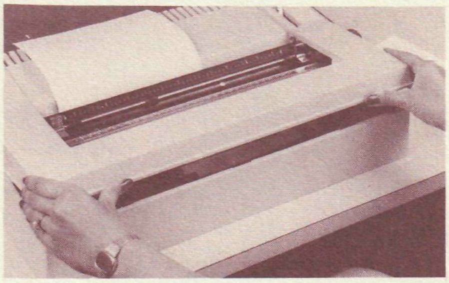
11. Press the ribbon advance button to take up any slack in the ribbon. (For new ribbons, make certain that the inked portion of the ribbon passes in front of the print wheel and reenters the cartridge before releasing the ribbon advance button.)

12. Re-install the printer cover. Put the rear of the cover in position, then gently press down on the front until it snaps into place.

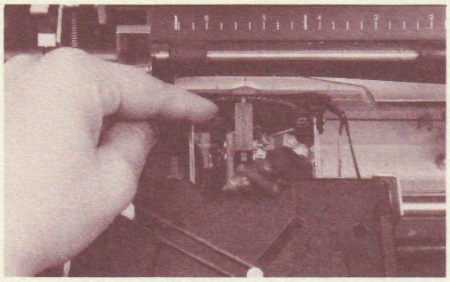


CHANGING RIBBONS

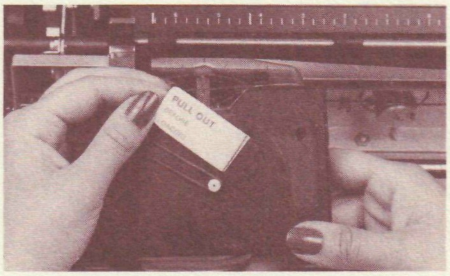
The printer stops automatically when a carbon ribbon cartridge is exhausted. It will not continue printing until the cartridge has been replaced. To replace the ribbon cartridge:



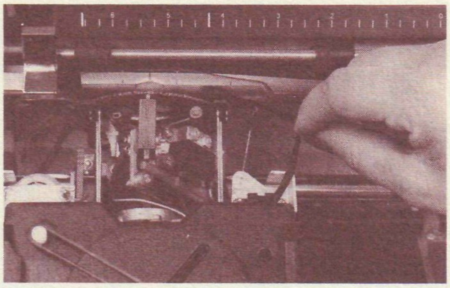
1. Remove the printer's snap-on cover. Grasp the front, outer edges of the cover and lift upward. Removing the cover causes a disabling switch to halt any printer activity.
2. Press the "O" (open) button on the carriage locking lever to unlock the carriage.
3. Tilt the carriage toward you, press the red cartridge release lever and free the ribbon cartridge from the carriage.
4. Remove the ribbon from the ribbon guides and discard the ribbon cartridge.

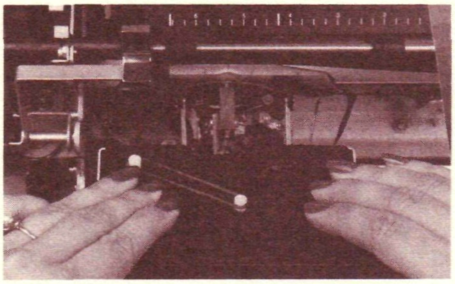


5. Remove the paper tab from the Vydec replacement cartridge.
6. Carefully pull a loop of ribbon out of the replacement cartridge.

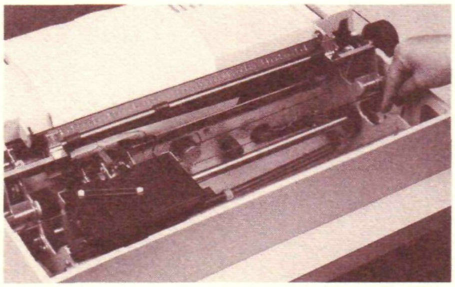


7. Place the loop of ribbon over the print wheel and slide the ribbon into both ribbon guides. The ribbon in the right hand guide must also pass around the tension lever.





8. Place the cartridge on the carriage and press firmly to lock it in position. (The ribbon cartridge release lever will snap into place.)
9. Return the carriage to its normal position and press the "C" (close) button of the carriage locking lever to secure the carriage in position.



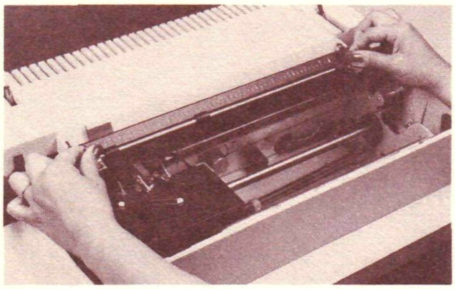
10. Press the ribbon advance button to take up any slack in the ribbon. Release the button when inked ribbon passes in front of the print wheel and reenters the cartridge.
11. Re-install the printer cover. Put the rear of the cover in position first and then gently press down on the front until it snaps into place.

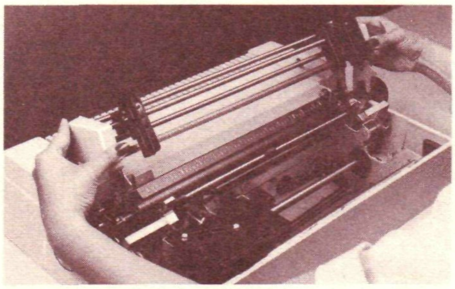
INSTALLING THE FORMS TRACTOR

The Forms Tractor is an optional accessory to the printer that is used to automatically feed fan-folded continuous forms paper into the printer.

To install the Forms Tractor:

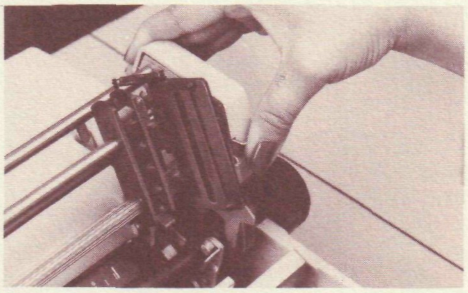
1. Remove the printer's front cover and place it aside. The Forms Tractor is supplied with a printer cover that has slots to accomodate the tractor's drive mechanism.
2. Pull the paper bail toward you as far as it will go.





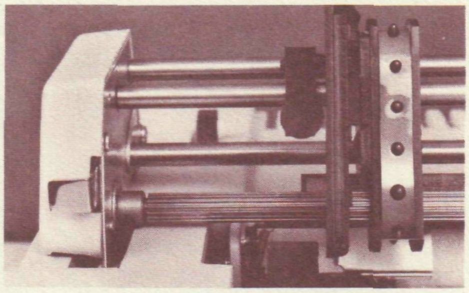
3. With both thumbs, press the two locking levers on the Forms Tractor and place the Forms Tractor over the exposed ends of the platen shaft.
4. The right stanchion of the Forms Tractor will fit into a groove on the platen shaft. The Forms Tractor will look "centered" on the printer when its position is correct.

5. Release the locking levers. Make sure they have "popped" all the way out. When the Forms Tractor is fully locked in place, the right-hand locking lever will be just as far out as the left-hand locking lever. If the right-hand locking lever does not click into place, rock the mechanism gently until the right-hand lever "pops" out as far as the left-hand mechanism.



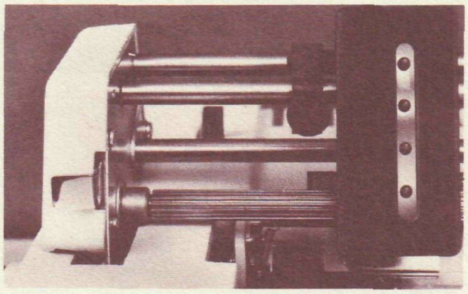
To adjust the Forms Tractor for the correct position and width of paper:

1. Loosen the two drive sprocket clamping screws.
2. Slide the left-hand drive sprocket mechanism to the left end of the support rail.
3. Slide the right-hand drive sprocket mechanism into the approximate position to engage the holes on the right side of the paper.

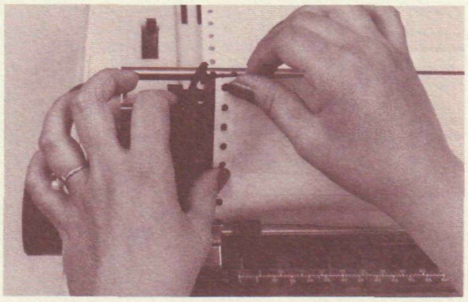


To load forms paper into the printer:

1. Raise the paper gates on the drive sprockets.
2. Place the *forms paper behind the printer and insert the front* edge of the paper into the platen from the back (the same way you insert standard paper).
   a. Turn the platen knobs so the paper travels under the platen and comes up into the Forms Tractor.
   b. Pull the paper release lever on the printer forward, so the paper can be adjusted easily.



3. Position the left-hand drive mechanism so that the holes in the paper align with the pins of the drive sprocket.
4. Close the left-hand paper gate over the paper and tighten the drive sprocket clamping screw.
5. Position the right-hand drive sprocket so that the pins fit into the holes on the right side of the paper.
6. Make certain that the top edge of the paper is parallel to the Forms Tractor support rail and close the right-hand paper gate over the paper.



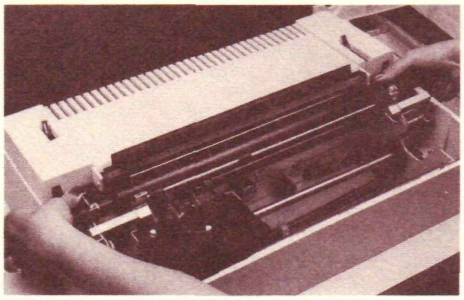
7. Adjust the position of the right-hand drive sprocket mechanism so that the paper is tight, but not tense, between the paper gates. Then tighten the clamping screw to hold it in place.
8. Turn the platen knobs so that the perforations at the top edge of the second sheet of paper are aligned with the top edge of the printer's plastic card guide. You must begin printing on the second sheet of paper when using the Forms Tractor.
9. Move the paper bail toward the platen and allow it to rest against the Forms Tractor.

10. Push the paper release lever back to its closed position.
11. Put the printer cover supplied with the Forms Tractor in position and snap down into place.
12. *The printer is now ready for use.*

REMOVING AND REPLACING THE PLATEN

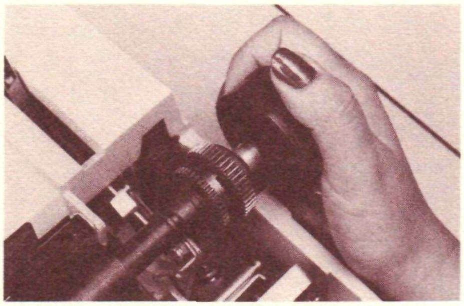
The platen should be removed and cleaned with a dry cloth on a regular basis.

1. Remove the snap-on printer cover.
2. Pull the paper bail toward you, as far as it will go.
3. Hold the platen knobs in the palms of your hands. Use your thumbs to press the platen latching levers at either end of the platen.
4. Lift the platen from the printer using the knobs as handles.



To replace the platen:

1. Check to make sure that the "cradle" which holds the platen is securely in place. Make sure the paper centering scale is in its upward position. The paper bail should still be all the way forward.
2. Align the platen properly. The teeth of the small gear next to the right platen knob should mesh with the large gear on the printer.
3. Press down on the two platen knobs at the same time and lock the platen in place in the printer.
4. Replace the printer cover. Fit the back part of the cover on the printer, then gently push down on the front part of the cover so that it snaps into place.



SECTION 4
FORMS

The Forms feature on the Text Editor is designed to simplify the process of adding variable information to pages of standard, or constant, text—what we call forms. The forms themselves (order forms, form letters, tax forms, legal documents, and so on) may be either pre-printed or created on the Text Editor.

The system provides two methods for using the Forms feature:

1. Forms mode fills in the blanks of pre-printed forms by printing only the variable information.
2. Forms Composite mode prints both the form and the variable information.

Forms and Forms Composite are similar but distinct functions. The following paragraphs explain how to use the Forms mode, then how to use the Forms Composite mode.

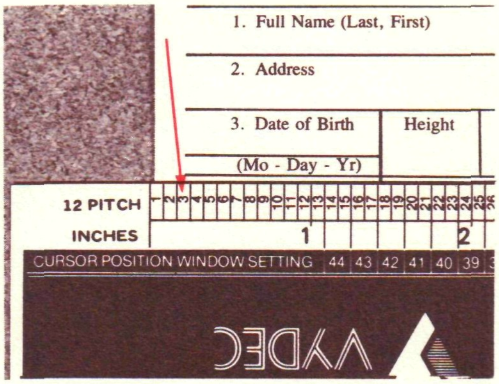
FORMS MODE

When using Forms mode to print variable text on pre-printed forms, it is necessary to measure the pre-printed form and duplicate the variable areas exactly on the display screen. For pre-printed forms that were not typed but printed, it may not be possible to duplicate the entire form (the constant text) on the screen. You can, however, type representative portions of it that identify the variable areas. In both cases, areas on the form that will contain variable text are defined by using the BRITE START and BRITE STOP keys. With the form duplicated or represented on the screen, the operator can fill in variables quickly and accurately. The printer will print the variables exactly where they belong on the form.

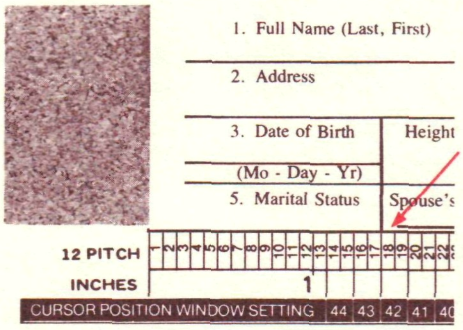
Duplicating the Form on the Screen

The simplest way to duplicate the form is to measure it carefully with the Forms Ruler.

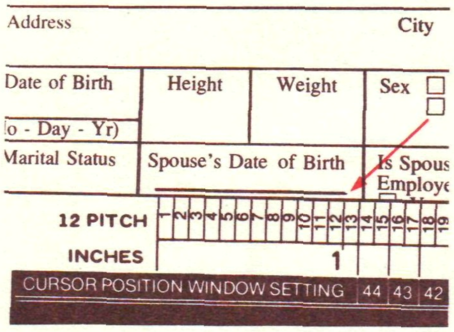
1. To determine left margin:
   a. Choose the 10- or 12-pitch scale on the ruler.
   b. Measure the margin on the pre-printed form. The 10- or 12-pitch scale shows you how wide the margin is in terms of printed Vydec characters.
   c. Set the appropriate number in the CURSOR POSITION window on the panel.



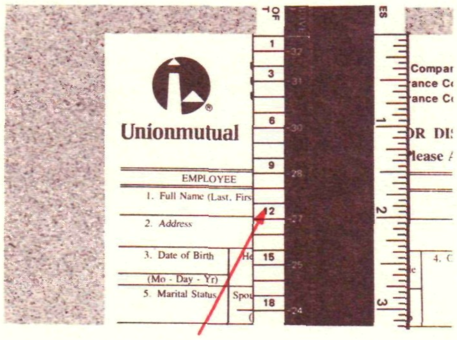
Example: If the left margin is 3 characters wide measuring from the left edge of the form to the first character in the text, set the number 3 in the CURSOR POSITION window.



2. To determine the position and size of each variable area:
   a. Measure the number of characters from the left edge of the form to the beginning of the variable area.
   b. Measure the number of spaces in the variable area.
   c. Use the Lines of Text scale to measure the number of lines from the top of the form to the variable area. There should be one Return on the screen for each line you measure.
3. Make sure all Forms lights are off. The form must be reproduced in standard Word Processing mode.



4. If the original form was typed, you can type the entire form on the screen.
   a. Check and duplicate pitch.
   b. Check and duplicate line spacing.
   c. Use Superscript and Subscript for lines on the form that are above or below the standard line positions.
   d. For lines that contain space for variable text:
      1) Press BRITE START at the beginning of the variable space.
      2) Space to the end of the variable. Use the same number of spaces that appear on the form.
      3) Move the cursor to the next position following the variable area and press BRITE STOP. These brightened spaces define the areas for variable text.



5. If the original form was printed, such as a tax form or medical form, you may not be able to duplicate the entire form by typing. In this case, type representative portions of the form to show where the variable text will go.
   a. Use the Forms Ruler to measure the position of the first variable area. You need to know:
      1) How many lines down the screen (form) it is.
      2) How many characters from the left margin the variable area begins.
      3) How many characters wide the variable area is.
   b. Press BRITE START at the beginning of the variable area, move the cursor to the space following the end of the area, and press BRITE STOP.
   c. Continue this process with all other variables. You may wish to put some identifying text before or after the brightened area.

d. Use Superscript and Subscript for variable areas on the form that are above or below the standard text line.

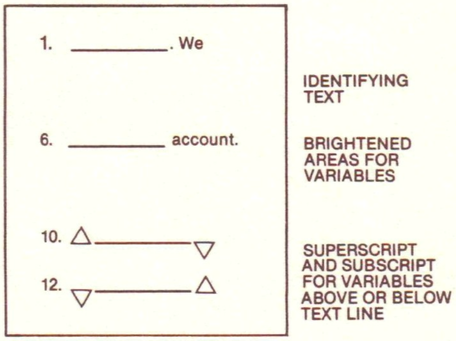
  1) You may insert the Superscript and Subscript symbols (use CHAR ENTER) after the variable area has been defined.

  2) Or you may enter the the Superscript and Subscript symbols on a blank line above or below the line with the variable area.

  3) Variable areas preceded by a Superscript must be followed by a Subscript.

  4) Variable areas preceded by a Subscript must be followed by a Superscript.

PRINTED FORM


1. ________. We
6. ________ account.
10. △________▽
12. ▽________△
IDENTIFYING TEXT
BRIGHTENED AREAS FOR VARIABLES
SUPERSCRIPT AND SUBSCRIPT FOR VARIABLES ABOVE OR BELOW TEXT LINE

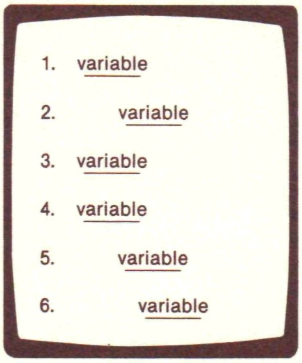
6. Store the completed form. If you will be using continuous forms and the Forms Tractor, store a Top of Form code at the bottom of the text.

Keyboarding the Variables

Once the form, with spaces for variable text, is stored, you may keyboard the variable text for each position.

1. Read the stored form to the screen.
2. Press the FORMS button once. The Forms light (F) will go on.
3. Send the cursor Home.
4. Press the RETURN key once. The cursor will move to the beginning of the first variable (brightened) area on the screen.
5. Type the variable text for that area. Use overtyping to correct all errors.
6. Press RETURN to move to the next variable area. Type variable text. Continue until all variable text is entered.

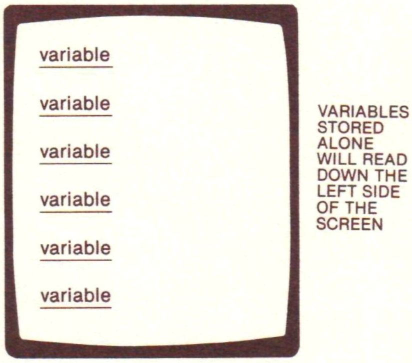
VARIABLES ON FORM



Storing the Variables Only

If you wish to store the variable text (such as inside addresses and salutations for letters) for future use, do it now while the variables are typed onto the form.

1. Send the cursor Home.
2. Make sure the Forms light (F) is still on.
3. Store the variables on a separate track.
   a. When stored alone, variables will store one-per-line down the left-hand margin. If you are storing more than 64 variables and read the track to the screen, the system will display the first 64 variables and then go into Spill.


variable
variable
variable
variable
variable
variable
VARIABLES STORED ALONE WILL READ DOWN THE LEFT SIDE OF THE SCREEN

   b. On the 1400 and 1800, store all variables on a separate disc in Disc Drive 2. You will then be able to keep discs with commonly used variables, such as names and addresses for form letters.

Storing Text and Variables Together

If you wish to store text and variables together for future use, make sure all Forms lights are off.

1. Send the cursor Home.
2. Press the FORMS button until all Forms lights are off.
3. Store the form and variables on a new track.

Printing Variables on a Pre-Printed Form

Once you have entered the variables, you may print them onto a pre-printed form.

1. Send the cursor Home or to position of first variable.
2. Make sure the Forms light (F) is on.
3. Position the form in the printer:
   a. At top line if cursor is HOME.
   b. At first variable text position if cursor is at first variable on screen.
4. Press the PRINT button.
   a. All variables will print onto the form, without underscoring.
   b. If you are using continuous forms paper and there is a Top of Form code at the bottom of the screen, the printer will move the next form into position for printing when this form is completed.
   c. Remember, you cannot justify while using Forms mode.

Printing Underscored Variables

Variable text areas on the screen are defined by BRITE START and BRITE STOP. However, the text you enter will not print underscored while the Forms lights (F) or (C) are on. To print underscored variables:

1. Press FORMS button until all Forms lights are off.
2. Position cursor and print. All variables will be underscored.
3. To underscore only certain variables, use BRITE STOP to eliminate brightened characters. When you print, characters that are brightened will be underscored.

Clearing Variables from the Screen

Once the variables have been printed onto the form, you may clear the form in order to enter new variables.

1. With the system still in Forms or Forms Composite mode, send the cursor Home.
2. Press PAGE END to clear the variables only.
3. The form will remain on the screen, with the cursor in Home position.
3. Press RETURN to move the cursor to the first variable position. Enter new variables.

Clearing the Entire Screen

When you have entered and printed all variables for as many forms as needed, clear the screen:

1. Press the FORMS button until all Forms lights are off.
2. Send the cursor Home and press PAGE END. All text, the form, and variables will clear.

Merging Variables Stored on a Track with a Form

If you have stored certain variables for future use and want to merge them with a pre-printed form, follow these steps.

1. Read the form to the screen with Forms lights off.
2. Press the FORMS button once to turn the Forms light (F) on.
3. Send the cursor Home.
4. Read the variable text. Variable text will read to the screen in the correct locations, one variable to each brightened space in the form. You must have the same number of variables stored as there are spaces on the form.

FORMS COMPOSITE MODE

The Forms Composite feature is used when adding variable text to forms that have been created on the Text Editor. The form and the variable text may be printed at the same time using the Composite mode. Because these forms are designed on the screen, they are easy to duplicate and require no measuring. For instruction on keyboarding the variables, storing the variables, storing text and variables, printing underscored variables, clearing variables from the screen, and clearing the entire screen, see Forms Mode, in this Section.

To print variables on a form that has been created with the Text Editor, follow these steps:

1. *Read the form to the screen with Forms mode off.*
2. Press the FORMS button twice. The Composite (C) light will go on.
3. Send the cursor Home.
4. Keyboard the variables or read the track containing the variables you want.
5. Insert paper and print. Both the form and the variables will print.

To use Composite mode for form letters, treat the inside address and salutation as variable text.

For Underscoring in Composite Mode

To underscore copy in Composite mode, use the following procedures when keyboarding the form or the variable text. During the printing operation, the system will underscore even if the Composite light is on.

1. Insert two Subscripts at the end of any line that needs underscoring (4 Superscripts if you have 1/4 line spacing).
2. Insert a blank line (LINE ENTER) directly below the line that needs underscoring.
3. Space on the inserted line until the cursor is directly below the characters you want to underscore.
4. *Depress CODE + / (signature line) under each character to* be underscored.
5. Depress RETURN.

Forms/Composite Operation Chart

The following chart provides a useful summary of how different Text Editor functions are used when creating forms or when adding variable text to forms. The FUNCTION column lists the components being discussed. The next three columns (Word Processing; Forms; Composite) show what should or can be done in each mode when working with forms and variables.

Table 4-1. Forms/Composite Operations Chart

FUNCTION	Word Processing	Forms (F) light on	Composite (C) light on
1. Keyboard	Use to input constant text and blank lines.	Use to input variables only.	Use to input variables only.
2. Cursor RETURN key	Brings cursor to the next line on screen.	Acts like a tab to move the cursor to the next brightened space.	Acts like a tab to move the cursor to the next brightened space.
3. STORE button	Stores everything on the screen.	Stores variable text only.	Stores variable text only.
4. PAGE END button	Clears all text from screen.	Clears variables only.	Stores variables only.
5. READ button	Use to read form with variable areas (brightened areas) to the screen.	Use to read variables onto correct areas on form. Form must be on screen.	Use to read variables onto correct areas on form. Form must be on screen.
6. PRINT button	Use to print form and variables with underscore.	Use to print variables only, without underscore.	Use to print form and variables, without underscore.
7. Editing functions	May use all editing functions.	May use overtyping only.	May use overtyping only.

When the Forms mode or Forms Composite is in operation, the following modes of the Text Editor will not operate:

Bell Set
Tab Set
Brite Start
Brite Stop

Adjust Margin
Roll Up
Line End
Single Space

Double Space
Line Out
Character Out
Character Enter

SECTION 5
DUPLICATING/ERASING DISCS

Text that has been stored on a disc may be duplicated onto another disc easily and quickly.

On the 1200 Text Editor, you may duplicate text manually (one track at a time) onto another track on the same disc, or onto a new disc.

On the 1400 and 1800 you may duplicate manually (one track at a time) or you may use the automatic duplication feature to fully duplicate an entire disc (60 tracks) or a partial disc (up to 30 tracks on one file). With the automatic feature, text is duplicated from the original disc in Disc Drive 1 onto a new disc in Disc Drive 2.

The duplication feature is used on all three Text Editors to erase text from discs. In effect, erasing a disc is the same as storing a blank screen over text that already exists on the disc. To duplicate or erase, follow the steps below.

DUPLICATING

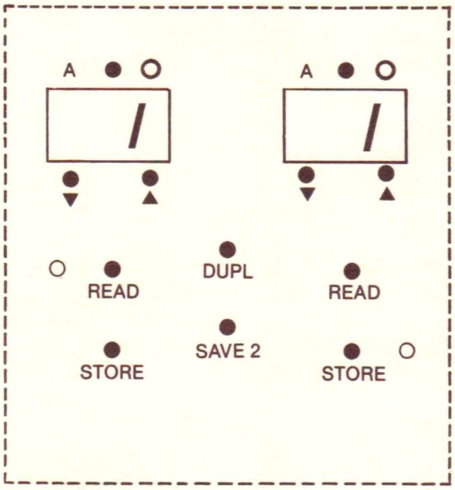
Duplicating Manually (1200/1400/1800)

1. When duplicating from track to track on the same disc:
    a. Read the track you want to duplicate to the screen.
    b. Select a new track number for storing text.
    c. Store the text on the screen onto the new track. You may overstore if necessary.
2. When duplicating from one disc to another:
    a. Read the track you want to duplicate.
    b. Remove the original disc and insert another disc (1200 only).
    c. Select a new track number for storing the text.
    d. Store the text on the screen onto the new track. You may overstore if necessary.

Automatic Full Duplication (60 Tracks) (1400/1800)

1. Put the disc to be duplicated in Disc Drive 1.
2. Put a blank disc in Disc Drive 2. (If there is text on this disc it will be erased during duplication.)
3. Make sure Trace is *on* in order to duplicate any programs or coded functions.
4. Make sure Forms and Forms Composite are both *off*.

5. Press DUPL (Duplicate) button on the panel.
   a. The signal light above the DUPL button will blink on and off to tell you the Text Editor is ready for duplication.
   b. You may stop duplication at this point by pressing the STOP button.



6. Press DUPL a second time. Automatic full duplication begins.
   a. Both TRACK windows show File A, Track 1.
   b. The lights next to the Disc 1 READ button and the Disc 2 STORE button flash on and off.
   c. Text from Disc 1 displays on the screen in consecutive order and duplicates onto Disc 2. The numbers in the TRACK window change accordingly.
   d. When File A, Track 30 has been duplicated, the system switches automatically to File B, Track 1 and continues duplication.
   e. The system will continue duplicating even if it reaches a track on Disc 1 that has never been used. Any unused track on Disc 1 will cause a blank track to be stored on the corresponding track of Disc 2.

7. Automatic full duplication is complete when all of File A and all of File B have been read to the screen and duplicated.
   a. The DUPL signal light will turn off.
   b. The last track on File B will remain on the screen.
   c. File A signal lights will go on for both Disc Drives.
   d. Track 1 will appear in both TRACK windows.

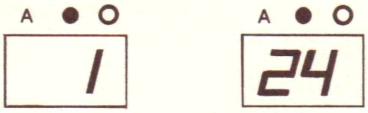
8. The SAVE track will not duplicate during automatic duplication. SAVE must be duplicated manually.

Automatic Partial Duplication (up to 30 Tracks) (1400/1800)

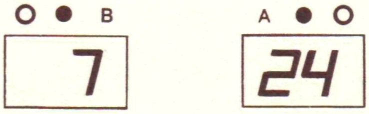
The 1400 and 1800 Text Editors will automatically duplicate any continuous sequence of tracks (up to 30 tracks) from either File A *or* File B. The original disc with tracks to be duplicated must be in Disc Drive 1. A blank disc must be in Disc Drive 2. Text may only be duplicated from one file at a time during partial duplication.

As an example, the steps below show how to duplicate Tracks 3-7 of File B in Disc Drive 1 onto Tracks 24-28 of File A in Disc Drive 2.

1. Select the *starting* file and track for the blank disc in Disc Drive 2.
   a. Select File A
   b. Select Track 24

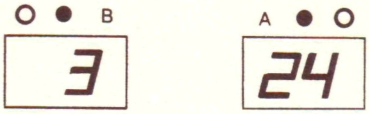


2. Select the *last* track from the sequence to be duplicated on the disc in Disc Drive 1.
   a. Select File B
   b. Select Track 7.

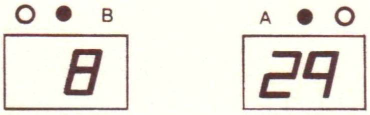


3. Press the DUPL (Duplicate) button on the panel once. (Be careful not to press the button twice or full duplication will begin. If this should happen, press the STOP button. Examine the first few tracks on the disc in Disc Drive 2 to make sure they have not been overstored. If necessary, replace the correct text on these tracks. Then begin partial duplication again with step 1, above.)

4. Select the *first* track from the sequence on the disc in Disc Drive 1.
   a. Select File B.
   b. Select Track 3.



5. Press the DUPL button a second time. Automatic partial duplication begins. When duplication is completed:
   a. The DUPL signal light turns off.
   b. The last track to be copied from Disc Drive 1 will remain on the screen (in this example, Track 7).
   c. The Disc Drive 1 TRACK window will show a number one higher than the number set in the window (in this case, 8).
   d. The Disc Drive 2 TRACK window will show a number one higher than the last track stored (in this case, 29).



Duplicating Variables from Forms Mode (1200/1400/1800)

If you are duplicating (using full or partial automatic duplication) a track that was stored in Forms mode with more than 64 variables, duplication will stop and the file window will blink to indicate the spill condition. Manual duplication must then take place for that track.

1. Clear the screen.
2. Read the form to the screen.
3. Press the FORMS button once.
4. Read the track with the variables to the screen.
5. Store the variables on the appropriate track.
6. Continue duplicating the disc using the partial automatic procedure.

Erasing Manually (1200/1400/1800)

1. Read the track to make sure it is the one you wish to erase.
2. Clear the screen and reset the track number in the window.
3. Press the STORE button twice.
   a. The blank screen will overstore the text on the track.
   b. The Track number will increment.

Full Automatic, Partial Automatic (1400/1800)

Erasing text follows the exact same procedures as duplicating text (see DUPLICATING, above) with one exception: the disc in Disc Drive 1 must be blank. In effect, you are simply copying a blank disc onto a previously used disc, thus erasing all the text on that disc.

A disc will not be suitable for "erasing" other discs until each track on the erasing disc has been erased manually. To prepare for full or partial erasing, make an "erasing" disc by:

1. Manually erasing each track of a disc.
2. Labeling this disc "for erasing" and keeping it for that purpose.

SECTION 6
PROGRAMMING

The Text Editor's programming feature permits you to create a "program," or set of instructions, for the system. When activated, this program will cause the Text Editor to automatically perform one or more editing functions at any desired place on the screen. Programs are usually created to replace frequently used instructions that require repetitive keyboarding.

With the exception of TAB CLEAR, SAVE, and RCALL, all special function and editing keys across the top of the keyboard (including CHAR ENTER and CHAR OUT) can be used for edit-function commands in your program. Each command is keyboarded by depressing CODE + "edit function" key(s).

In addition, each of the Cursor Direction keys can be used for cursor-function commands in your program. Again, each command is keyboarded by pressing CODE + "cursor function" key(s).

Table 6-1 lists each of the edit-function and cursor-function commands, illustrates the symbols that appear on the screen, and describes what takes place when the commands are activated.

BASIC RULES FOR CREATING PROGRAMS

Programs are created by typing combinations of cursor-function and edit-function commands. These commands represent what you would do if you were keyboarding the function manually.

Whenever you create a new program, you must first decide exactly what you want to accomplish. Then, it may be helpful to go through the editing procedure manually and write down the steps: which keys were pressed, how many times, and in what order. When writing the program, follow these basic rules:

1. Programs must be brightened. That is, you must press BRITE START at the beginning of your program and BRITE STOP at the end of the program. When you want to use the program, you must read it to the screen with Trace *off*. The Text Editor interprets the brightened program and performs the special function. As long as Trace is off, the system will not overtype or insert the program into the text.
2. The only exception to rule 1 (above) is when you are creating a program to insert unbrightened spaces or characters into text. In this case, only the edit-function and cursor-function commands should be brightened. The spaces or characters to be inserted should *not* be brightened.
3. Always store or save programs with Trace *on*.
4. Always transfer a program to another track or another disc with Trace *on*.

Table 6-1. Programmable Functions

COMMANDS (CODE + "key")	DISPLAYED SYMBOL	RESULTS WHEN ACTIVATED*
Edit-Function Commands		
PAGE END	▯	Screen is cleared.
BELL SET	Δ	Right margin is set.
TAB SET	Π	Each command sets one tab position.
BRITE START	◸	Line is brightened up to and including Return.
BRITE STOP	◿	Unbrightens line.
SINGL SPACE	∧	Each command removes the next-encountered blank line and moves cursor down one more line.
DOUBL SPACE	BLINKING ∧	Each command inserts one line and moves cursor down one more line.
ADJST MARGN	ʃ	Adjust margin routine is initiated up to first Skip Code encountered.
ROLL UP	⊟	Displayed text scrolls up and off the screen.
LINE END	‖	Text line is ended.
LINE OUT	⤒	Each command removes one line. Following lines close up.
LINE ENTER	⤓	Each command inserts one blank line.
CHAR OUT	⇤	Each command removes one character or space. Following character or space closes up.
CHAR ENTER	⇥	Insertion of one or more characters (spaces) is permitted.
Cursor-Function Commands		
HOME	↖	Cursor goes to Home position.
Cursor Left Cursor Right	← →	Each command moves cursor one character position to left or right.
Cursor Up Cursor Down	↑ ↓	Each command moves cursor one line up or down.

*All functions operate from the location of the cursor when the specific command is encountered.

REPEATING A PROGRAM

If you want to use a program (such as moving a line to the right) more than once, you can use the system's Save/Recall feature to multiply the program as many times as you want to use it.

1. Press TRACE *on*.
2. Use the Direction keys or HOME key to position the cursor under the first character in the program. Do not use the RETURN key to move the cursor.
3. Save the program.
4. Use the RCALL key to recall the program as many times as you will need it. If you are going to move 20 lines to the right, recall the program a total of 20 times. (A time-saving way to do this is to recall the program five times, save the batch of five programs, then recall that batch four times.)
5. Save the entire program on the Save track, or store it on an available A or B track.

USING THE PROGRAM

To activate or use the program, you must first turn Trace off. As previously mentioned, this enables the Text Editor to interpret the program as a set of instructions and perform the desired functions.

1. Read the track containing the text you wish to modify.
2. Turn Trace off.
3. Move the cursor to the position in your text where you wish the program to begin its operation.
4. Select the track containing the program and read it to the screen (if the program is stored on the SAVE track, simply press RCALL).
5. If it has been prepared correctly, the program will modify your text as desired.
6. Overstore your original text with the modified text.

In summary, the Text Editor's programming feature permits you to move the cursor to any screen position and perform any of the editing functions you desire—all automatically—with a single keystroke or push of a button. The number and complexity of programs that can be created depends on your particular needs. There are, however, a few points to remember:

- If you are using a program to insert characters or spaces in your text and you have forgotten to unbrighten them in the program, you will have to go through the modified text and unbrighten these areas.

- Do not include carriage returns in your program unless, of course, you want that function to occur when the program is activated. This is a common error caused by using the RETURN key to bring the cursor to the left margin when the program is to be stored. Instead, use the HOME key or the other Cursor Direction keys for this purpose.
- Do not attempt to use the CURSOR POSITION display to determine the character or line location where edit-function commands in your program will operate. Type the appropriate number of cursor-function commands in the program to ensure that the editing function will occur at the desired character and line location.

TYPICAL PROCEDURES

The following examples provide step-by-step procedures used to develop standard, frequently used programs.

Setting Tabs and Bell Set

To set tabs and a bell set at any position on the screen:

```
.....T.....T.....B
```

1. Type "T's" at any position on the line where you want to set a tab. Type a "B" where you want to set the bell set. (Make sure your left margin setting is correct before you begin.)
2. Move the cursor to the first T.

```
.....T.....T.....B
     ▲
```

3. Press BRITE START.
4. Press CHAR ENTER (do not press CODE).

```
.....ΠT.....ΠT.....🔔B
                    ▲
```

5. Press CODE + TAB SET or CODE + BELL SET, as appropriate.
6. Press BRITE STOP.
7. Repeat steps 2-6 for all tabs and the bell set.

```
.....ΠT.....ΠT.....🔔ΠB
                     ▲
```

   - You may press both CODE + TAB and CODE + BELL SET at the bell set location. This allows you to tab to the bell set location.
   - If you do not want the T's to show after the program has been read to the screen, overtype the T's and the B with spaces before storing the program.

Moving Text to the Right

To create a program for moving a portion of text to the right (e.g., block indenting a paragraph or repositioning a column of statistical data), do the following:

1. Starting with the cursor at the Home position of your (blank) screen, press BRITE START.
2. Press CODE + CHAR ENTER.
3. Press BRITE STOP and then press the Space Bar once for each space you wish to insert to move text to the right.
4. Press BRITE START.
5. Press CODE + Cursor Down.

⇥ .....↓←←←←←

6. With CODE held down, depress Cursor Left once for each space entered in step 3, then press BRITE STOP.

This completes the basic part of the program.

7. Press HOME to move the cursor to the beginning of the basic program and, with Trace on, store it on the Save track.
8. Press ROLL UP to clear the screen and depress RCALL once for each line of text you wish to move.
9. Again, press HOME to move the cursor to the beginning of the program and, with Trace on, store the entire program on any available track.

Moving Text to the Left

To create a program for moving indented text or a column of data to the left, do the following:

1. Starting with the cursor at the Home position of your (blank) screen, press BRITE START.

⇤⇤⇤⇤⇤↓

2. With the CODE key depressed, press CHAR OUT once for each position you want the text to be moved to the left.
3. Again, with the CODE key depressed, press the Cursor Down key once if the text is single spaced; twice if double spaced.
4. Press HOME to move the cursor to the beginning of the program and, with Trace on, store it on the Save track.
5. Press ROLL UP to clear the screen, and press RCALL once for each line of text you wish to move.

⇤⇤⇤⇤⇤↓⇤⇤⇤⇤⇤↓ (etc.)

6. HOME the cursor and, with Trace on, store the entire program on any available track.

Deleting and Replacing Text

To create a program either to delete an unwanted word or words used in several places within your document or to delete that text and replace it with other text, do the following:

1. With the cursor at the Home position on your (blank) screen, press BRITE START.

2. With the CODE key depressed, press CHAR OUT once for each character, space, and symbol in the text to be deleted.
3. If you are not replacing the deleted text, go on to step 6. Otherwise, continue with step 4.
4. Press CODE + CHAR ENTER, then press BRITE STOP.
5. Type the text that is to replace the deleted text, then press BRITE START.

⇤⇤⇤⇤⇤⇥ text ʃ

6. Press CODE + ADJST MARGN, then press BRITE STOP.
7. Press HOME to move the cursor to the Home postion, and store the program on any available track.

When activated, the program will delete or delete and replace the text and then adjust the margin of the remainder of the affected paragraph.

Merging Two Tracks on Screen

To create a program that permits two tracks to be merged on the screen, before printing, use one of the methods given below.

1. For tracks that do not contain brightened text:
   a. Starting with the cursor at the Home position on your (blank) screen, press BRITE START.
   b. Press CODE + CHAR ENTER, then press BRITE STOP.
   c. Press CODE + TAB, then press BRITE START.
   d. With the CODE key depressed, press each of the following keys once, in the order shown:
      1) Cursor Left
      2) BRITE START
      3) Cursor Right
      4) BRITE STOP
      5) Cursor Left
      6) Cursor Down

⇥▷←◸→◿←↓

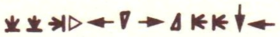
The basic program should appear on your screen as shown at the left:

   e. Press HOME to move the cursor to the Home position and press SAVE to store the basic program on the Save track.
   f. Count the number of lines, including blanks, in the second track (the track to be merged to the right of the text on the "first" track)

   g. Clear the screen and press RCALL once for each line to be merged.
   h. Store the completed program on an available track.

2. For tracks that contain brightened text:
   a. With the cursor at HOME position, press BRITE START.
   b. Press CODE + LINE ENTER.
   c. Press CODE + LINE ENTER again.
   d. Press CODE + CHAR ENTER.
   e. Press BRITE STOP.
   f. Press CODE + TAB.
   g. Press BRITE START, then CODE + Cursor Left.
   h. Press CODE + BRITE START.
   i. Press CODE + Cursor Right.
   j. Press CODE + BRITE STOP.
   k. With the CODE key depressed, press each of the following keys once, in the order shown:

      1) CHAR OUT
      2) CHAR OUT again
      3) Cursor Left
      4) Cursor Down



   l. Press HOME to move the cursor to the Home position and press SAVE to store the basic program on the Save track.
   m. Count the number of lines, including blanks, in the second track (the track to be merged to the right of the text on the "first" track)
   n. Clear the screen and press RCALL once for each line to be merged.
   o. Store the completed program on an available track.

Sending the Cursor Home Automatically

To create a program that automatically sends the cursor Home after text has been read to the screen:

1. Move the cursor to the left margin of the blank line below the last line of text.
2. Press BRITE START.
3. Press CODE + HOME.
4. Press BRITE STOP.
5. Store with text.

Setting the Bell Set Automatically

To create a program that will automatically set a predetermined bell set:

1. Move the cursor to the desired bell set position. (Be certain the left margin setting is correct.)
2. Press BRITE START.
3. Press CODE + BELL SET.
4. Press BRITE STOP.
5. Store on any available track.

Creating Vertical Lines

To create a vertical line for charts, graphs, or columnar text:

1. Press CODE + < .
2. Press BRITE START.
3. Press CODE + Cursor Down.
4. Press CODE + Cursor Left.
5. Press BRITE STOP.
6. Repeat this program to produce the line length you require, then store.

NOTE: The result of this program on the screen and on paper will depend on the keyboard you have (legal/non-legal) and on the print wheel you use.

Moving Text to the Right and Numbering Lines

To create a program that will shift lines of text to the right and number each line of text automatically:

1. Press BRITE START.
2. Press CODE + CHAR ENTER.
3. Press BRITE STOP.
4. Space as many spaces as needed for the number, punctuation, and blank spaces between the number and the line of text.

⇥ . . . . .↓←←←←←

5. Press BRITE START.
6. Press CODE + Cursor Down (once if the text is single spaced, twice if double spaced).
7. Press CODE + Cursor Left as many times as there are spaces in step 4, above.

8. Press BRITE STOP.

9. Repeat this basic program as many times as there are lines to be numbered.

```
⇥..1...↞↞↞↞↞↞
```

Repagination

To create a program that will automate text repagination and page numbering:

1. Press BRITE START.
2. Press CODE + HOME.
3. Press CODE + Cursor Down as many times as you would need to reach the end of your page. (If you wish to have a maximum of 50 text lines on a page, press CODE + Cursor Down 50 times.)
4. Press CODE + LINE ENTER as many times as it would take to push text at the bottom of the screen into the Buffer. (If you want 50 lines on your page, you would press CODE + LINE ENTER 14 times to push any text on lines 51 through 64 into the Buffer.)
5. Press CODE + Cursor Down as many times as needed to reach the correct line position for the page number. (If you want your page number four lines below the last line of the text, press CODE + Cursor Down four times.)
6. Press CODE + Cursor Right as many times as needed to position the page number horizontally on the line. (If you want page numbers to begin on the 28th character space, press CODE + Cursor Right 28 times.)
7. Press BRITE STOP.
8. Type two dashes or two brackets to enclose the page numbers.
9. Press BRITE START.
10. Press CODE + Cursor Left.
11. Press CODE + CHAR ENTER.
12. Press BRITE STOP.
13. Store the program.
14. When the program is activated, the cursor will stop at the page number location. Simply type the desired number.
15. Home the cursor and store the repaginated text.

SECTION 7
FILE MANAGEMENT

Your Text Editing system is not complete without a standardized approach to record keeping and filing. This is called File Management. The two major functions of a good File Management system are:

- Efficient retrieval of previously stored text.
- Efficient use and recycling of discs once text stored on those discs becomes out of date.

The following suggestions for organizing a File Management system are based on experience using Text Editors in real work situations. Several different methods of organization are described. Each method has advantages and disadvantages, depending on the type of work situation you are in. If you are starting your File Management system now, you would benefit most from reading through this entire section and thinking about how your work is organized. Once you understand what you will be expected to do with your Text Editor, you will be better able to choose an appropriate record keeping system.

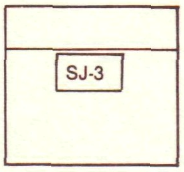
3 x 5 AUTHOR IDENTIFICATION CARDS

A central, alphabetical file of 3 x 5 cards should be kept for each author who sends work to the Vydec Text Editor. Author may mean the originator of the document or the department and section of origin. These cards should contain complete cross-reference information on each job the author sends, including the date of the job, the disc the job is stored on, the number of tracks used, and any other important data. A quick glance at this author card will allow you to locate any job, provided you know who the author is. It is important that these cards be updated whenever a job is sent to the center, and whenever revisions are made on a job.

DISC IDENTIFICATION SYSTEMS

Each disc identification system described below can be used for special types of text or for special work situations. A complete File Management system will often use two or more disc identification systems in combination. Your choice of identification systems can depend on many things — work flow, the number of operators, specialization, length of documents, number of authors, size of documents, etc.

No matter which system or combination of systems is being used, identifying labels should be prepared for every new disc;



one label for the disc itself, a duplicate label for the disc jacket. To avoid applying pressure directly on the disc, be sure to fill out the disc label before placing it on the disc.

Each page of a draft should be coded with disc identifying data, track location, date, and operator initials. The code line should be at the bottom line of the page for all draft pages. As an alternative—when you do not want coding to appear on draft copy or on a final copy—you may also insert a title page that lists the disc locations of each page of a document. The title page can be removed when the document has reached final revision.

Listed below are some of the disc identification systems we suggest you choose from:

Operator Discs

With this system, each operator keeps his or her own file of discs. This system works in a workstation environment, or in a small work group environment where each operator generally does work for the same author, or works on a special application.

This is in contrast to areas, usually centralized, where all discs are "pooled," or located in a central file.

Coding the draft copy enables other operators to identify the location of discs in the event that the operator who keyboarded the text is ill, on vacation, or otherwise unavailable.

This system is especially practical in a shared system, where several operators (or even authors who occasionally wish to compose on the screen) share one machine.

Author Discs

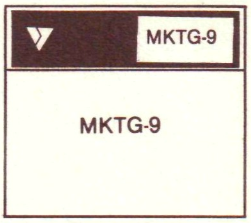
Author discs may be used if:

- More than one author submits work to the operator or word processing center.
- The volume of work generated by an author justifies one or more discs dedicated to that author.
- One author is associated with a project from start to completion.

Label each author disc with the author's name or initials. If more than one disc is used, add numbers, in sequence, to the author's name for each new disc (see Numerical Discs). Example: SAM JOHNSON-1; SJ-3.

Department Discs

When work is submitted to a center by more than one department or if it is organized by department, discs may be labelled with department names or codes. Each new disc used for the department should be given a number, in sequence (see Numerical Discs). Example: MARKETING-1; MKTG-3



Numerical Discs

The numerical system is used for documents that must be stored and reused often. Discs are each given a number, in sequence. The number of the disc, file, and track are printed at the bottom of each page of the document. This allows simplified cross-referencing of the printed document with the disc.

Project Discs

When a disc will be devoted to one long project, label the disc with the project name. If more than one disc is used, add numbers, in sequence, to the project's name for each new disc (see Numerical Discs). Example: Annual Report-3.

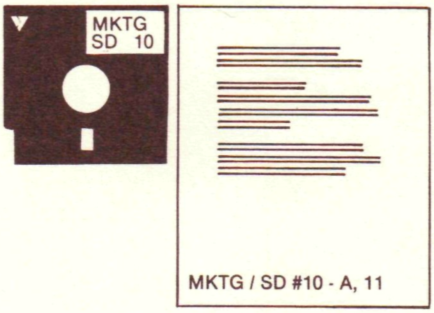
Alphabetical Discs

This system is used when a lengthy project, document, or series of documents must be stored and reused often. The first disc needed for the project is labeled "A." Each new disc gets the next letter of the alphabet. At the end of each page of the document, type the disc letter, the file letter and the track number.
This allows easy cross-referencing of the printed document with the disc. Example: B, A,03.

A COMBINED SYSTEM: EXAMPLE

As already mentioned, no one system generally will solve all the file management needs you have. Most often, these systems will be combined.

For instance, the marketing department may be one of several departments to send work to a word processing center. Let's assume that the file system has been set up according to departments. However, the marketing group may be working on a series of long-term projects. Therefore, you may also wish to separate departmental disks by project. Because these projects are lengthy, you may also wish to number each project disc.



The coding for such a system would then be:

MKTG / SD #10 - A,11

MARKETING
SANTO DOMINGO Project
Disc 10
File A, Track 11

This is just one example of how a combined Disc Identification system may be used.

DISC LOGS

A central Disc Log should be maintained for each disc used, no matter what disc identification methods are employed. The disc log should contain the disc identification name, number, or letter, and an indication of how the disc is being used. These disc logs should be updated whenever a disc is recycled, or whenever a disc is assigned to a new author or a new project.

Disc logs should be cross-referenced with author identification cards and any other central catalogues, such as table of contents catalogues.

CLASSIFYING DISCS BY LENGTH OF STORAGE

In addition to using one of the above systems or combination of systems, many word processing operators and centers choose to classify discs according to length of storage. Generally these disks fall into one of three categories:

- Daily
- Temporary
- Permanent

Often, these disks are color coded so that "temp" disks, for instance, do not accidentally get put together with daily disks. Example: yellow for daily. Colored dots or labels are available.

Daily (sometimes called "Rotating" discs)

With Daily discs, each operator uses a set of five discs, each labeled to correspond to a day of the week (M, T, W, Th, F). Discs are used for one day, then filed away until the same day of the next week before the disc is recycled and the original text destroyed. Daily discs are usually used for short-term work, such as correspondence. Retaining the stored text for one week usually allows enough time for authors to review and make final corrections to the document.

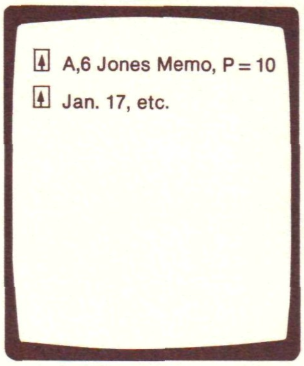
Temporary

Temporary discs are used for longer-term storage, such as for projects that will be updated over a period of weeks (or even months) before completion. Temporary discs are generally stored from one to three months, then deleted.

Permanent

Permanent discs are used for projects that are periodically revised or projects that must never be erased. A Procedures Manual that may get changed once a year, for example, would be stored on Permanent discs.

OPERATOR INSTRUCTION LINES



⍗ A,6 Jones Memo, P=10
⍗ Jan. 17, etc.

You should make a habit of typing an Operator Instruction Line at the top of every new page you keyboard. Each line should begin with a Skip Code so that it will not print. Information entered in the Operator Instruction Lines can include:

a. Disc label code.
b. File and track number locations.
c. Title of document.
d. A brief content summary.
e. Author's name.
f. Margin settings.
g. Tab settings.
h. Pitch.
i. Special Print Wheel(s) needed.
j. Special printing information.
k. Page number.
l. Date, etc.

A typical Operator Instruction Line may have the following information:

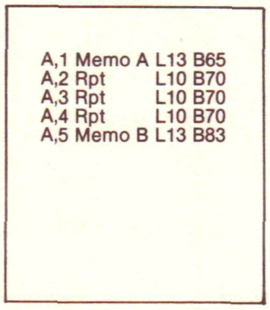
A,1/Mfg.9/TITLE OF PROJECT p.2 l=13 b=83
T=20,40   P=12 Test Equipment Proposal/7/21/80

If more than one Operator Instruction Line is used, it is a good idea to put the title on the first line.

Use as many Operator Instruction Lines as you need. Each will count as a blank line when printing unless you begin printing with the cursor at the first text line.

Operator Instruction Lines are most valuable if more than one operator will be working on the same document, or if work on the document will take place over a long period of time, with many interruptions for editorial comments. It is important to update the Operator Instruction Line with information such as date, draft number, and/or name of last writer or editor who made changes in text.

DISC TABLE OF CONTENTS



```
A,1 Memo A L13 B65
A,2 Rpt    L10 B70
A,3 Rpt    L10 B70
A,4 Rpt    L10 B70
A,5 Memo B L13 B83
```

A Table of Contents should be stored with each disc, either on Track A,1 or on Track B,30. This Table of Contents should be printed out and stored with the disc or in a central file or binder. Whenever text on the disc is revised, the Table of Contents must also be brought up to date. The following procedures show how to create a Table of Contents by using Operator Instruction Lines from each track on the disc.

1. With the cursor Home, read the first track to a blank screen.
2. Move the cursor to the line below the Operator Instruction Line.
3. Press PAGE END.
4. Read the next track.
5. Continue steps 2 through 4 until you reach the 30th track.
6. Store the Table of Contents.
7. To print the Table of Contents, you must Character Out the Skip Code at the beginning of each line.
8. Remember to put an Operator Instruction Line and a Heading on your Table of Contents track.

TRANSMITTAL FORMS

A Transmittal Form should contain any special author instructions on format, storage, or time requirements. The form should be designed by Text Editing specialists and submitted to each author. The Transmittal Form must then be submitted with each first draft. When the draft is completed, the operator writes in the disc location and any other comments, then initials the form and returns it to the author with the printed first draft. The author resubmits the Transmittal Form with each revision. These forms become a permanent record of the "history" of a job.

TRANSMITTAL FORM

WORD PROCESSING WORK REQUEST

DEPARTMENT NAME	AUTHOR	Ext. #	DATE
GROUP/LOCATION NUMBER	DESCRIPTION OF JOB		DATE REQUIRED

PLAYOUT INSTRUCTIONS	SPACING INSTRUCTIONS	RETENTION
☐ Rough Draft ☐ Final Copy	☐ Single Space ☐ Double Space	☐ Daily ☐ Temporary ☐ Permanent

TYPE OF STATIONERY	CARBONS NEEDED
☐ Letterhead ☐ Bond ☐ Memo ☐ Labels ☐ Envelopes ☐ Other (Explain Below)	☐ Yes Number of Copies ________

Special Instructions

FOR WORD PROCESSING CENTER USE ONLY

Received WPC Operator Received Operator Final	Project Type ☐ Correspondence ☐ Text ☐ Statistics ☐ Repetitive Letters ☐ Dictation	Equipment Used ☐ 1200 ☐ 1400 ☐ Text Printer ☐ 2000 ☐ Other	Line Count New Text ______ Statistical ______ Revision ______ Stored ______
Revision Received Revision Final	Operator		Location

AUTHOR: COMPLETE THIS SECTION FOR RESUBMISSION OF WORK ONLY

Comments or Instructions:	**Date**
	Date Required

Distribution: White Copy (1) — WP Canary Copy (2) — WP (Resubmission for Correction) Pink Copy (3) — Author

STORAGE, RETRIEVAL, AND DISC RECYCLING BY DOCUMENT TYPE

When certain "types" of documents recur again and again, it is advisable to organize your File Management around these document styles.

General Transcription

General transcription is usually three to five pages in length and covers documents such as letters, memos, minutes, and announcements. They require little author revision (usually just typos) and become obsolete after their initial use. General transcription usually requires very quick turnaround time.

1. Storage Methods
    a. Daily discs or Operator discs.
    b. Author's discs may be used for longer applications.
    c. Each page of the text should be coded for quick reference.
2. Retrieval Methods

    Because general transcription is usually not retrieved, operators need only keep:

    a. A Handwritten table of contents for each disc.
    b. Coded draft pages.
    c. A transmittal form.
3. Recycling of discs is automatic for daily discs.

Revision Typing

Revision typing is usally five pages in length or more. It includes work such as reports, longer letters, or manuals. Several drafts are usually done before the document is completed. Repagination is usually required. Specialized or unusual formats may be required in Revision typing. It is often unclear how long this kind of document must be kept on disc.

1. Storage Methods
    a. Numerical or alphabetical discs are usually a good idea for this kind of typing. A disc or several discs may be logged out for a specific project and used exclusively for that project. Author, document, or project names may also be used.
    b. Leave blank tracks on each disc used so that there is room for revisions and additions.

   c. Use a transmittal form for each document and make sure it is updated for each revision.
   d. Update the disc log and author identification cards whenever a project is begun or revised.

2. Retrieval Methods

   Revision typing documents are frequently retrieved. Disc and/or track location of parts of the document may change often.

   a. Keep a central table of contents, which can be useful when deciding to combine documents on one disc.
   b. Keep a log of all discs assigned to revision documents. Update the log at each revision.
   c. Use a transmittal form and update it for each revision.
   d. Establish an author's card for each document. Update the card with each revision.

3. Recycling of discs occurs when documents are completed, and text may be consolidated from several discs to one or two discs. Recycling also occurs when the text has been approved and sent for final printing or composition.

Boilerplate Typing

Boilerplate, such as legal documents, pre-printed forms, form letters, mailing lists, or typed manuals are usually stored permanently. These documents vary tremendously in size. Each, however, must be customized and printed in a manner that makes uniformity of appearance important.

1. Storage Methods
   a. Disc numbers or letters may be assigned permanently to each document or group of documents.
   b. Discs may be filed alphabetically under author, document, department, or project title.
   c. Keep a printed copy of the table of contents with each disc, and file another table of contents centrally.
   d. Hard-copy printouts of all documents should be filed and available to both author and operator.

2. Retrieval Methods

   Boilerplate is retrieved often. This is usually a simple operation because the text is stored permanently on the same disc or group of discs.

   a. Keep a printed copy of the table of contents with each disc, and file another table of contents centrally.

b. Hard-copy printouts of all documents should be filed and available to both author and operator.

c. Use write-protect tabs to prevent accidental erasure or editing of text.

3. Boilerplate discs are not recycled, unless the document becomes outdated. At this time, removal of the write-protect tab allows erasing or editing of the disc.

SECTION 8
REFERENCE DATA

This section contains standard reference data that will be useful during normal operation of the Text Editor. The Print Wheel Charts and Margin Charts are particulary useful when you are pre-planning documents that have special print requirements or when designing page layouts. Troubleshooting data is valuable when you need to analyze and solve immediate Text Editor problems that are disrupting your work. (Example: the printer stops printing in the middle of a page. What's the problem? Look under the Print heading in Troubleshooting.) The last part of this section, Preventive Maintenance, gives instructions for the proper day-to-day care of the system. Following these instructions helps guarantee the continued smooth functioning of the Text Editor.

PRINT WHEEL CHARTS

The print wheels available for Vydec Editors can be divided into three character sequence categories: ASCII, WP, and Special.

Except for variations in the pitch and style of the characters, the primary difference between the ASCII and WP sequence wheels are the special printable characters described in Section 1 of this manual. ASCII wheels produce the special characters that match non-legal keyboard/displays; WP wheels produce the special characters that match legal keyboard/displays. Otherwise, these two groups of print wheels provide the alphanumeric characters, punctuation marks, and symbols that are shown on the keyboard and displayed on the screen of both the legal and non-legal systems.

The print wheels in the Special Sequence category produce one or more characters that do not appear on either the legal or the non-legal keyboard/display or, as in the case of the OCR-B print wheel, have a special-purpose application.

The following paragraphs list the print wheels in each category. The listing for the Special Sequence wheels also shows the keyboarding required to obtain the characters that do not appear on the keyboard or the display. Consult these lists to make certain the print wheel you are using will produce the characters you need. Your local Vydec representative can supply a brochure which provides a sample printout for each print wheel available for your system.

ASCII Sequence Wheels

The print wheels listed below provide the alphanumeric characters, punctuation marks, and symbols that match non-legal keyboard and display.

Type Style	Pitch
Courier 72	10
Elite	12
Pica	10

WP Sequence Wheels

The print wheels listed below provide the alphanumeric characters, punctuation marks, and symbols that match the legal keyboard and display.

Type Style	Pitch	Type Style	Pitch
Courier 10	10	Narrator	10
Courier 12	12	Pica	10
Courier Italic	12	Prestige Elite	12
Cubic 10/12	10/12	Prestige Pica	10
Letter Gothic	12	Script	12
Cubic 12/15	12/15	Shadow 10/12	10/12
Cubic Italic	12	Shadow 12/15	12/15
Diamond	12	Tile 12/15	12/15

Special Sequence Wheels

The print wheels in this category are listed alphabetically in Table 8-1. The special characters produced by these wheels are shown along with the keyboarding required and the character as displayed on a standard, non-legal Text Editor. As in the case of the ASCII and WP sequence wheels, except for differences in style and pitch, all other characters produced by these wheels match the non-legal keyboard/display and are therefore not listed.

Table 8-1. Special Sequence Wheels

Bookface Academic 10

To Print	*Press*	*Displayed Character*
•	SHIFT + @	{
§	CODE + ;	~
¶	CODE + <	¦
¢	CODE + SHIFT + <	}
†	CODE + SHIFT + –	`

Courier Legal 10A

To Print	*Press*	*Displayed Character*
¼	<	<
½	SHIFT + <	>
°	SHIFT + @	`
§	CODE + ;	{
¶	CODE + <	¦
™	CODE + SHIFT + <	~
†	CODE + SHIFT + –	}

French Prestige Cubic

To Print	*Press*	*Displayed Character*
£	SHIFT + 3	#
§	]	]
°	SHIFT +]	[
à	@	@
é	CODE + ;	{
ù	CODE + <	¦
¨	CODE + SHIFT + <	~
è	CODE + SHIFT + –	}

General Scientific 10

To Print	*Press*	*Displayed Character*
α	a	a
β	b	b
ψ	c	c
ϕ	d	d
ε	e	e
ι	f	f
λ	g	g
η	h	h
ı	i	i
ȷ	j	j
κ	k	k
ω	l	l
μ	m	m
ν	n	n
ο	o	o
ρ	p	p
γ	q	q
θ	r	r
σ	s	s
τ	t	t
ξ	u	u
×	v	v
δ	w	w
χ	x	x
υ	y	y
ζ	z	z
∇	A	A
∞	B	B
Ψ	C	C
Φ	D	D
←	E	E
<	F	F
Λ	G	G
¶	H	H
↑	I	I
>	J	J
§	K	K
Ω	L	L
∂	M	M
∫	N	N
↓	O	O
ℓ	P	P
Γ	Q	Q
Θ	R	R
Σ	S	S
→	T	T
Ξ	U	U
∝	V	V
Δ	W	W
≡	X	X
Υ	Y	Y
≃	Z	Z

Table 8-1. Special Sequence Wheels (continued)

General Scientific 10 (cont.)

To Print	Press	Displayed Character
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
0	0	0
π	!	!
•	"	"
{	#	#
}	$	$
±	%	%
ɾ	&	&
÷	'	'
⎞	(	(
ʃ	)	)
=	-	-
∠	=	=
Π	<	<
†	>	>
+	]	]
√	[	[
|	@	@
°	`	`
¨	;	;
^	:	:
⌡	+	+
⌠	*	*
ˏ	,	,
~	.	.
ι	/	/
∫	?	?
™	CODE + SHIFT + –	}
®	CODE + <	~
`	CODE + SHIFT + <	¦
©	CODE + ;	{

Gothic Symbol

To Print	Press	Displayed Character
±	SHIFT + 1	!
Δ	SHIFT + 3	#

Gothic Symbol (cont.)

To Print	Press	Displayed Character
Ω	SHIFT + 4	$
α	SHIFT + 6	&
β	@	@
°	SHIFT + @	`
π	SHIFT + /	?
∞	CODE + ;	{
ρ	CODE + <	¦
µ	CODE + SHIFT + <	~
Σ	CODE + SHIFT + –	}

Manifold 10

To Print	Press	Displayed Character
◊	SHIFT + @	`
⌑	CODE + SHIFT + <	~

OCR-A

To Print	Press	Displayed Character
|	SHIFT + 1	!
£	SHIFT + 3	#
{	SHIFT + 8	(
}	SHIFT + 9	)
⑀	<	<
⑁	SHIFT + <	>
Å	]	]
Æ	SHIFT +]	[
⑂	@	@
•	SHIFT + @	`
Ä	CODE + ;	{
Ö	CODE + <	¦
¬	CODE + SHIFT + <	~
Ü	CODE + SHIFT + –	}

OCR-A 10

To Print	Press	Displayed Character
|	SHIFT + 1	!
£	SHIFT + 3	#
{	SHIFT + 8	(
}	SHIFT + 9	)
⑀	<	<

Table 8-1. Special Sequence Wheels (continued)

OCR-A 10 (cont.)

To Print	*Press*	*Displayed Character*
|	SHIFT + 1	!
£	SHIFT + 3	#
{	SHIFT + 8	(
}	SHIFT + 9	)
⑀	<	<
⑁	SHIFT + <	>
⑄	]	]
⑅	SHIFT +]	[
⑂	@	@
▪	SHIFT + @	`
Ä	CODE + ;	{
Ö	CODE + <	¦
¬	CODE + SHIFT + <	~
Ü	CODE + SHIFT + –	}

OCR-B

The OCR-B print wheel prints the same character set as the ASCII print wheels. The only difference is in its unique style, which facilitates optical character recognition. It is listed here because of its special application.

OCR Courier

To Print	*Press*	*Displayed Character*
°	SHIFT + @	`
△	CODE + ;	{
¶	CODE + <	¦
¢	CODE + SHIFT + <	~
†	CODE + SHIFT + –	}

MARGIN CHARTS

The Margin Charts are used to find the correct left and right margin settings and the correct bell set for different length lines of text. When consulting these charts, make certain you already know which pitch (10 or 12) you will use for printing, then use the chart which corresponds with the pitch you have chosen.

For both charts, the margin settings shown will give you text that is centered on an 8½ inch wide page.

Table 8-2. 10-Pitch Margin and Bell Set Chart *

Average No. of Characters per typed line:	For Left Margin, set the cursor position at:	Set Bell Set at:	Right Margin will be:
40	23	56	63
41	22	56	63
42	22	57	64
43	21	57	64
44	21	58	65
45	20	58	65
46	20	59	66
47	19	59	66
48	19	60	67
49	18	60	67
50	18	61	68
51	17	61	68
52	17	62	69
53	16	62	69
54	16	63	70
55	15	63	70
56	15	64	71
57	14	64	71
58	14	65	72
59	13	65	72
60	13	66	73
61	12	66	73
62	12	67	74
63	11	67	74
64	11	68	75
65	10	68	75
66	10	69	76
67	9	69	76
68	9	70	77
69	8	70	77
70	8	71	78
71	7	71	78
72	7	72	79
73	6	72	79
74	6	73	80
75	5	73	80
76	5	74	81
77	4	74	81
78	4	75	82
79	3	75	82
80	3	76	83

---

*Based on 8½-inch-width paper.

Table 8-3. 12-Pitch Margin and Bell Set Chart*

Average No. of Characters per typed line:	For Left Margin, set the cursor position at:	Set Bell Set at:	Right Margin will be:
40	31	64	71
41	31	65	72
42	30	65	72
43	30	66	73
44	29	66	73
45	29	67	74
46	28	67	74
47	28	68	75
48	27	68	75
49	27	69	76
50	26	69	76
51	26	70	77
52	25	70	77
53	25	71	78
54	24	71	78
55	24	72	79
56	23	72	79
57	23	73	80
58	22	73	80
59	22	74	81
60	21	74	81
61	21	75	82
62	20	75	82
63	20	76	83
64	19	76	83
65	19	77	84
66	18	77	84
67	18	78	85
68	17	78	85
69	17	79	86
70	16	79	86
71	16	80	87
72	15	80	87
73	15	81	88
74	14	81	88
75	14	82	89
76	13	82	89
77	13	83	90
78	12	83	90
79	12	84	91
80	11	84	91
81	11	85	92
82	10	85	92
83	10	86	93
84	9	86	93
85	9	87	94

---

*Based on 8½-inch-width paper.

As with any system, the less familiar you are with the Text Editor, the more likely you are to run into "problems"—things that just don't seem to work for you or that don't make any sense. Quick analysis often shows that these "problems" require no more than a change of procedure to remedy. Table 8-4, Troubleshooting, lists and supplies remedies for the basic types of problems that new operators run into.

Problems have been grouped under seven headings: Platen, Power On, Print, Read, Screen, Store, and TRACK Windows. These are the components of the system where you you will actually "see" problems take place. Each problem described will also show a cause and one or more possible solutions.

When a problem does occur ("Why can't I get this text to print?") the Troubleshooting table will, more than likely, provide a simple solution ("The cursor wasn't in the HOME position."). If, however, you cannot see a solution in the Troubleshooting table, you should also consult the Index to find references in the manual. For example, if you are having difficulty storing a document, the Index will show you which parts of the manual give information and instructions on storing text. Reading through this information will surely provide a solution to the problem at hand.

Table 8-4. Troubleshooting

Problem	Cause	Solution
PLATEN		
The platen rolls freely even though the platen release knob is not pressed.	The platen gears are not aligned.	Turn the power off. Then remove the printer cover and align the gear on the right end of the platen with the larger gear of the printer. These gears must mesh together smoothly.
POWER ON		
The cursor does not appear within 30 seconds after you press the POWER ON button.	The screen illumination is too low.	Turn the BRITE knob all the way to the right to insure maximum illumination on the screen. Turn the power off, wait 5 seconds, then turn the power on again.
When you press the POWER ON button, the button does not light and none of the functions of the Text Editor operate.	The power cord is loose.	Make sure the power cord is plugged in securely
After pressing POWER ON, the number in the CURSOR POSITION window is 255.	An electrical problem has caused the Text Editor's circuit breaker to switch off.	Turn power off, then flip the circuit breaker switch on the back, right-hand side of the panel housing to the up position. Turn power on. If the circuit breaker switches off again, call your local Vydec Sales/Service office before continuing.
PRINT		
The printer is on, but no text prints after the PRINT button is pressed.	The cursor is not in the Home position.	Press the HOME key, then press PRINT again.
	There is no ribbon left in the cartridge.	Check the ribbon cartridge and replace if necessary. Press PRINT again.
After printing, some of the text is missing or has been printed lighter than other text on the sheet.	The printer carriage is not locked in operating position.	Remove the printer cover and press the "C" button on the carriage locking lever.
	The ribbon is too loose.	Tighten the ribbon using the ribbon advance button. This prevents the ribbon from "jumping" away from the print wheel.
After pressing the PRINT button, the printer does not operate and the print wheel carriage is "stuck" at the right end of the printer.	During printing, the carriage moved to extreme right side of the printer and activated a disabling switch.	Press the STOP button. The carriage should move to the left margin. Home the cursor, then press PRINT again.
The printer stops in the middle of printing. There are no Stop Codes in the text. The text was stored correctly and completely.	The carbon ribbon may be exhausted.	Replace the cartridge. The printer will continue printing at the exact position where it stopped.

Table 8-4. Troubleshooting (continued)

Problem	Cause	Solution
PRINT (cont.)		
An underscore is printing from the left margin until the end of a centered title.	Titles or headings were underscored before being moved to the center of the text.	Press STOP. With the cursor at the left margin, press BRITE STOP to end the underscore. Use BRITE START and BRITE STOP to underscore only the title. Store the text and print again.
Text from the top of the screen does not print.	The cursor may not have been in the Home position when the PRINT button was pressed.	Send the cursor Home and print again.
Specific letters, digits, or other characters do not print at all, print only partially, or print with a "halo."	The print wheel is broken or dirty.	Clean or replace the print wheel.
The underscore line, tops of characters, or entire characters do not print, but the print wheel makes an impression on the paper.	The ribbon may be twisted or broken.	Check the condition of the ribbon. Use the ribbon advance button to advance past the twist in the ribbon or replace the ribbon cartridge.
	The printer may be out of calibration.	If the ribbon is in good condition, call your local Vydec Sales/Service office.
All characters on the print wheel no longer print clearly or print with a "halo" or out of position.	The multiple selector lever is not in the forward position.	Move the lever to the forward position. Always return the lever to forward position after printing carbons or other multiple copies.
Characters print out of order; words are garbled.	The print wheel is loose.	Check to see that the print wheel is attached securely to the printer carriage.
The page prints with improper margins.	The margins are improperly set.	Return the cursor to Home and reset the left and right margins.
	The PITCH button is set incorrectly.	Make sure the PITCH button is set to correspond to the pitch of the print wheel you are using.
A title or heading is not perfectly centered on the page, although it is correctly measured on the screen before printing.	The heading is probably centered based on a previous left margin.	Return the cursor to the Home position and reset the left margin. Recheck the title or heading. Position and print again.

Table 8-4. Troubleshooting (continued)

Problem	Cause	Solution
READ		
When the READ button is pressed, no text appears on the screen.	The screen is inadequately illuminated.	Turn the BRITE knob all the way to the right to make sure the screen has sufficient illumination.
	The Disc Drive door is open.	Make sure the Disc Drive door is closed. If the door is open, close it gently.
	The track you are on is blank; it contains no text.	Use the TRACK window buttons to increment or decrement to another track.
The text that reads to the screen is garbled and unreadable.	The disc is probably not moving freely in its permanent jacket.	Remove the disc from the Disc Drive. Insert two fingers in the hole in the midle of the disc and gently "twist" until the disc rotates freely. If the text is still garbled, insert another disc and try to read a track. If the new disc reads properly, the previous disc is probably scratched or damaged in some other way.
A blinking asterisk appears at the end of the text being read onto the screen.	The disc is not turning freely in the disc drive.	Clear the screen, press the STOP button, and remove the disc from the Disc Drive. Insert two fingers in the hole in the middle of the disc and gently "twist" until the disc rotates freely. Re-insert the disc into the Disc Drive and press READ. If the blinking asterisk appears again, set the number in the File window to a number five tracks higher or lower than the track which has the blinking asterisk. Press READ. Clear the screen and reset the original number in the File window. Read the original track again.
	There may be a storage error on the track.	Delete the asterisk and overstore the text on the original track. Clear the screen and read the text again. If the blinking asterisk reappears, inspect the disc. If there are marks or scratches on the plastic, use another disc.
The cursor is in the Home position when READ is pressed, but only a part of the text stored on the track appears.	An End Code was on the screen when text was stored.	Retype all text that appeared below the End Code. Store the completed text without the end code.
When the READ button is pressed, previously stored text does not appear on the screen.	The cursor was not in Home position when text was stored.	Retype the entire track and store again.

Table 8-4. Troubleshooting (continued)

Problem	Cause	Solution
SCREEN		
Text from the top of the screen does not print.	The cursor may not have been in the Home position when the PRINT button was pressed.	Send the cursor Home and print again.
The text on the screen is "rippling."	The screen is approaching full memory.	Store the text, roll up, and continue typing.
The cursor does not move when a new character is typed onto the screen.	The screen has reached full memory.	Store the text, roll up, and continue typing.
One character repeats over and over on the screen.	One of the keys on the keyboard is "stuck."	Tap each key firmly with your finger until the character stops repeating.
A "beeping" sound occurs with each new character typed.	The screen has reached full memory.	Store the text. Roll up, and continue typing or reading.
The cursor or text cannot be seen easily on the screen.	The BRITE knob is too far to the left.	Turn the BRITE knob to the right to make sure the screen has sufficient illumination.
When reading a form to the screen, all you see are brightened (underscored) spaces down the left margin.	The form was stored with the Forms mode on; the form did not store accurately.	You must retype the form and store it with Forms mode off.
You are using a program with text on the screen. The program does not operate.	You did not store the program with Trace on.	Programs must always be stored with Trace on.
For the 1400/1800		
After the RCALL key is pressed, the wrong material appears on the screen.	The RCALL key recalls text from Disc 1. The text you want is saved on Disc 2.	Press the SAVE-2 button, then press the RCALL key.
You are recalling text from Disc 2. You have pressed SAVE-2 and the RCALL key. The wrong text appears on the screen.	When you saved the text, you did not press SAVE-2 before pressing the SAVE key.	Read or type the text to the screen again. Press SAVE-2. Press the SAVE key.

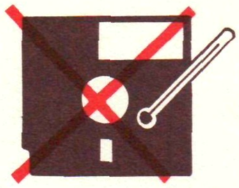
Table 8-4. Troubleshooting (continued)

Problem	Cause	Solution
STORE		
A blinking asterisk appears at the end of the text on the screen when the STORE button is pressed.	The disc is not moving freely or it is damaged.	Remove the disc from the Disc Drive. Insert two fingers in hole in the middle of the disc and gently "twist" until the disc rotates freely. Re-insert the disc into the Disc Drive. Remove the blinking asterisk. Return the cursor Home. Select original track. Press STORE again. If asterisk reappears, delete it; store text on a different track.
After pressing STORE, the TRACK window number does not increment, and the file indicator comes on (flashes on the 1400/1800).	There is text already stored on the track corresponding with the number in the TRACK window.	Press STORE a second time if you want to overstore. Press STOP and/or increment or decrement the number in TRACK window if you want to store on a different track.
TRACK WINDOWS		
The TRACK window buttons do not change the track numbers.	There is no disc in Disc Drive.	TRACK window numbers cannot be changed unless the disc is inserted in the drive.
	You are on Track 30.	Track 30 is the highest track.
When scrolling through text, the track number does not increment, and no text appears on the screen.	The Text Editor has stopped at a blank track on which text has never been stored.	Increment the number using the TRACK window button, and continue scrolling through.
When reading a track, the number blinks and does not increment.	If blinking occurs, the Text Editor is in spill.	Edit text on the screen; store and/or print. Press ROLL UP once, then press READ once. The text in spill will appear on the screen.
	If blinking does not occur, you are on Track 30.	Track 30 is the highest track. Use the TRACK window buttons to decrement the number.
For the 1400/1800 The TRACK window blinks when you are duplicating. Duplication stops.	The Text Editor has reached a track with more than 64 variables.	Read the appropriate form to the screen. Turn the Forms light on. Read the track with the variable text onto the form. Store manually. Turn the Forms light off before proceeding with duplication.
	The Text Editor has reached a track that was stored in Wide Document Display mode.	Put the system in Wide Document Display mode and store the track manually. Continue duplication using manual or partial automatic duplication.

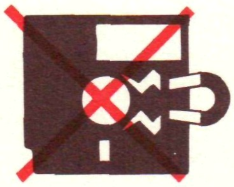
PREVENTIVE CARE

NEVER BEND DISCS.

NEVER TOUCH EXPOSED AREAS OF DISCS.



KEEP DISCS AWAY FROM DIRECT HEAT OR SUNLIGHT.



KEEP DISCS AWAY FROM MAGNETIC FIELDS.

NEVER USE SUCH SOLUTIONS AS ALCOHOL OR THINNER TO CLEAN DISCS.

NEVER USE A PEN OR PENCIL ON DISCS.

The Preventive Care recommendations given here will prove helpful in maintaining and operating the Text Editor. Following these recommendations will help guarantee the trouble-free operation of the system, and will help eliminate needless repairs.

Discs

Treat discs carefully, the way you would any other recording device, such as a record or a cassette. The illustrations on the left should make abundantly clear what NOT TO DO WITH DISCS.

Electrical Power

1. Check to see that the power cord is secure in its socket at the beginning of every day.
2. Discourage office personnel and maintenance crews from disconnecting the Text Editor or from moving the Text Editor from place to place.

Exterior Surfaces

1. Exterior surfaces of the console may be cleaned using a soft cloth and any ammonia-based window cleaner.
2. Be careful not to spill liquid cleaners into the Printer, into the Disc Drive, or onto the Keyboard.

Keyboard

1. Clean the surface of the keyboard and the keys with a paper towel lightly dampened with denatured alcohol.
2. If the keys become “sticky” or “jammed,” causing characters to repeat across the screen, follow these steps:
    a. Turn power off.
    b. Run the heel of your hand across the keyboard; do not use excessive force.
    c. Turn power on.
3. If keys still “stick,” your Vydec Field Engineer will use the necessary tools to remove particles from beneath the key caps.
4. Use a soft brush to dust in the spaces between the keys.
5. Do not put food, liquids, or cigarette ashes near the keyboard; foreign particles may cause damage to the electronic components of the keyboard.

Panel

1. Clean the panel with a soft cloth lightly dampened with water.
2. Do not use liquid cleaners or alcohol on the panel or control buttons.

Printer

1. If you wish to clean the platen, remove it following instructions in the Printing section of this Manual.

   Wipe the platen clean with a dry cloth or paper towel; while the platen is removed, clean the card guide.

2. With a dry cloth or paper towel, remove ink residue and paper fibers from both sides of the card guide.
3. Use a paper towel very lightly dampened with dentured alcohol to clean dust and grit from the print wheel carriage assembly.
4. To clean the print wheel, hold it under cool, running water or wipe it with a soft cloth lightly dampened with any commercial ammonia-based window cleaner; you may also use a soft brush to dust off the print wheel.
5. Never spray solvents or cleaners directly into the printer.
6. Be sure to remove all cleaning implements from the printer after cleaning.

Screen

1. If the glare screen is smudged, remove and clean it at the end of the day:
   a. Rinse under cool water.
   b. Towel dry.
   c. Place the glare screen on a table, front surface facing up, to dry overnight.
2. If the glare screen is dusty, wipe it with a soft, dry, lint-free cloth.
3. Clean the glass Display screen with any commercial, ammonia-based window cleaner.
4. Never use soap on the glare screen or the Display screen.

Static

1. Static caused by carpeting can be removed by spraying the carpet with any commerically available anti-static solution.
2. If static continues, call your local Vydec Sales/Service Office for assistance.

Table Tops

Clean table tops with any ammonia-based window cleaner.

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